HEALTH AND SAFETY POLICY

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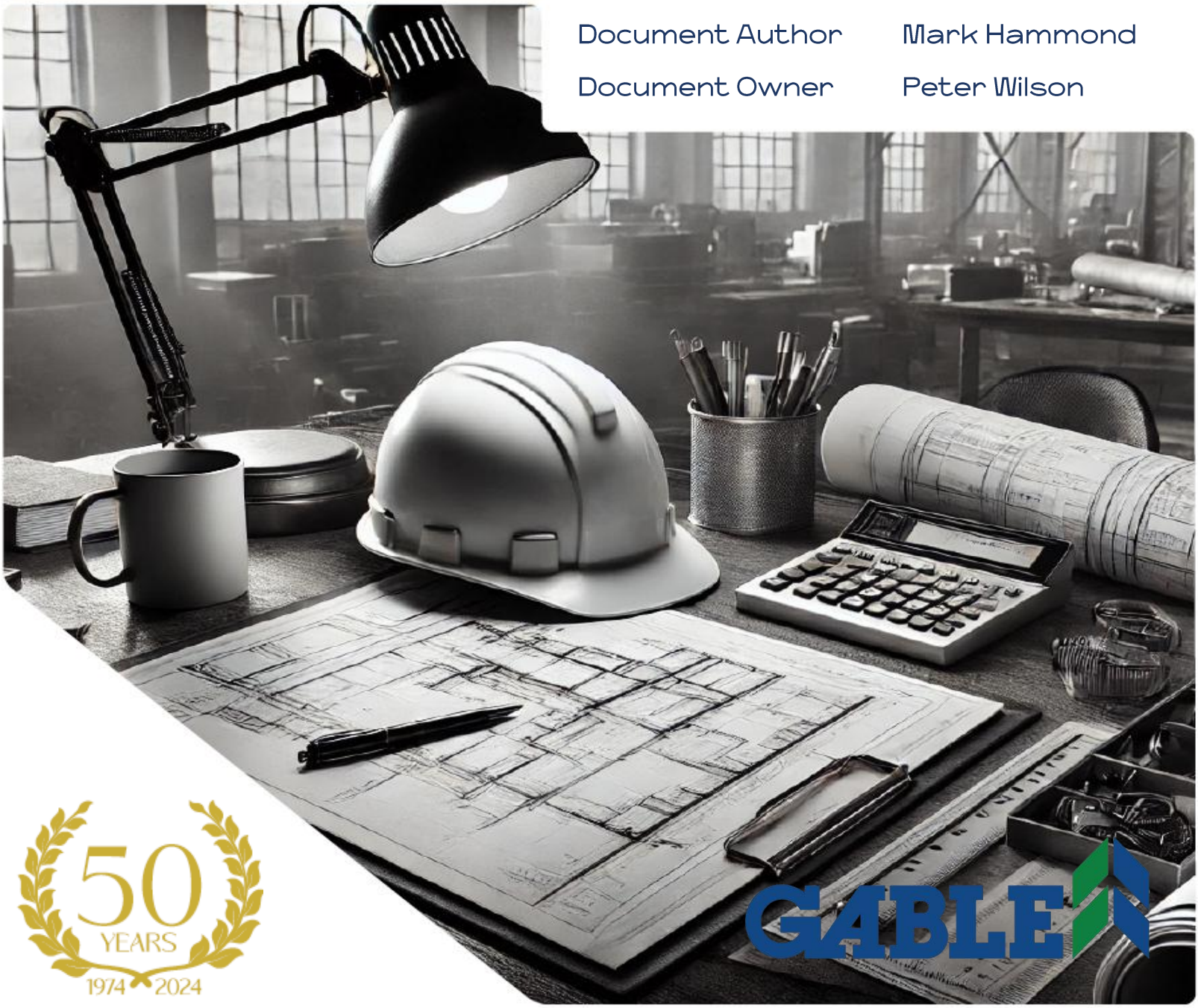

50 YEARS 1974 2024

GABLE

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Version Control

Version Number	Section(s) Changed	Revision overview	Revised By	Date
01	All	Document Generation	Mark Hammond	16/12/24
02	Wiring Implementation	IEE replaced with IET regulations Added reference to Gable Group	Mark Hammond	15/01/25
03	General	Added names of all Gable Group companies that this is applicable too	Mark Hammond	12/02/25

Health and Safety Policy Ownership and Implementation

This Health and Safety Policy outlines our commitment to ensuring a safe and healthy working environment for all employees, contractors, visitors, and stakeholders. It is the responsibility of all levels of the organisation to understand, implement, and uphold the provisions of this policy. This policy covers all companies within the Gable Group (Gable Projects, Cat Scaffolding, Gable Fallsafe, Gutter Care).

Ownership of the Health and Safety Policy

The overall responsibility for the Health and Safety Policy lies with the Board of Directors. However, the day-to-day implementation and management of the policy are delegated to the following individuals, in line with their specific roles and responsibilities within the company.

Site Supervisors/Managers: Responsible for ensuring that health and safety measures are adhered to on worksites, conducting risk assessments, ensuring the implementation of safe working practices, and providing necessary training and support.

Health and Safety Manager: Provides support and advice on health and safety matters, assists with the development and communication of the policy, and monitors compliance but does not manage the direct day-to-day implementation. The Health and Safety Manager will support Directors in the review and updating of the policy.

All Employees: Responsible for adhering to health and safety practices, reporting hazards, and following safety instructions as set out in the policy.

Implementation and Review of the Health and Safety Policy

The Health and Safety Manager will ensure that the policy is implemented consistently and that it is communicated to all employees, subcontractors, and stakeholders.

Training programs will be implemented regularly to ensure that employees understand the policy, their roles, and the specific health and safety measures relevant to their job tasks.

The policy will be reviewed annually, or whenever there are significant changes in legislation or operations that require updates.

Accountability

The Directors of the company acknowledge and take responsibility for the implementation of this policy. They are committed to providing the necessary resources, leadership, and support to ensure a safe and healthy working environment for all employees. The Directors will also ensure that appropriate procedures are in place for monitoring, reviewing, and improving health and safety practices across all areas of the business.

Signatures

By signing below, the Directors confirm their commitment to the implementation of this Health and Safety Policy and the safe management of all work activities within the company.

Signatures Page

Company Directors

Name: Peter Wilson Position: Managing Director Signature: Date: 25/02/25	Name: Michael Catlin Position: Operations Director Signature: Date: 25/02/25	Name: Jack Mason Position: Construction Director Signature: Date: 25/02/25	Name: Neil Wilson Position: Fallsafe Director Signature: Date: 25/02/25
Name: Lisa Cox Position: Finance Director Signature: Date: 25/02/25	Name: Ryan Catlin Position: CatScaffolding Director Signature: Date: 25/02/25	Name: Position: Signature: Date:	Name: Position: Signature: Date:

Managers

Name: Mark Hammond Position: Health and Safety Manager Signature: Date: 25/02/25	Name: Lewis Evans Position: Contracts Manager Signature: Date: 25/02/25	Name: Craig Rafferty Position: Contracts Manager Signature: Date: 25/02/25	Name: Adam Mortlock Position: Estimator Signature: Date: 25/02/25
Name: Wayne Grant Position: Contracts Manager Signature: Date: 25/02/25	Name: Mike Goodhead Position: Project Manager Signature: Date: 25/02/25	Name: Collin Collar Position: Contracts Manager Signature: Date: 25/02/25	Name: James Oughton Position: Site Manager Signature: Date: 25/02/25
Name: Luke Pearce Position: Project Manager Signature: Date: 25/02/25	Name: Position: Signature: Date:	Name: Position: Signature: Date:	Name: Position: Signature: Date:

Health and Safety Policy Statement

At Gable Ltd, we are committed to promoting a strong culture of Occupational Health and Safety (OHS) across our organisation. This policy will be communicated to all employees to ensure understanding and will be available to interested parties upon request.

The Managing Director holds overall responsibility for the formulation, development, and implementation of this policy. Our senior management team is fully committed to the policy's success and aligns our management system and organisational practices with our long-term strategic objectives.

We are dedicated to eliminating hazards and reducing OHS risks wherever reasonably practicable, including the prevention of injuries and ill health for employees and all others affected by our work activities. To support this, we ensure the provision of appropriate facilities and welfare arrangements.

Gable Ltd complies with all relevant legal obligations and industry requirements, including The Health and Safety at Work Act 1974 and its associated regulations, as well as client and partner expectations. We allocate sufficient resources to manage OHS effectively, set and monitor safety objectives, and strive for continual improvement in both our safety performance and management system. Additionally, we encourage consultation and active participation of all workers, including representatives where applicable, to foster an inclusive approach to safety.

Our OHS objectives are closely aligned with our strategic goals, with regular reviews to track and support progress. We also support Behavioural Safety initiatives aimed at enhancing our safety culture and re-educating staff identified with unsafe behaviours.

Gable Ltd is committed to operating within the principles of the International Standard ISO 45001, ensuring that Gable and management systems reflect the highest standards in Occupational Health and Safety.

Signed: 

Peter Wilson – Managing Director

Date: 25/02/25

Next Review: 25/02/26

Environmental Policy Statement

Gable Ltd is committed to identifying, managing, and reducing the environmental impacts of our work activities and products throughout their lifecycle, taking into account the nature, scale, and scope of our organisation. This commitment includes the responsible disposal of plant, equipment, and other assets under our control, especially within our core activities such as the installation of roofing and cladding systems.

Our Environmental Policy will be communicated to our workforce to ensure awareness and understanding and will be made available to interested parties upon request.

The Managing Director assumes overall responsibility for the development and implementation of this policy. Our top management team is committed to the success of this policy and upholds a proactive approach to environmental stewardship as part of our strategic direction.

In line with our commitment to minimising environmental impact, Gable Ltd is focused on protecting the environment, including pollution prevention, waste reduction, and responsible resource management. Recognising the significance of our construction activities, we assess and address all substantial environmental aspects to continually improve our environmental performance.

Gable Ltd adheres to all applicable environmental legislation, regulations, and standards, including the Environmental Protection Act 1990 and related regulations. We also meet client and industry requirements, applying best practice wherever possible to exceed compliance. We allocate sufficient resources for effective environmental management, setting and monitoring objectives, and promoting continual improvement in our environmental performance.

Our environmental objectives are integral to our strategic goals, with regular reviews to ensure progress and alignment. We encourage active participation from all employees and stakeholders to support our initiatives in sustainability and environmental responsibility.

Gable Ltd operates within the framework and principles of the ISO 14001:2015 International Standard, ensuring that our environmental management system aligns with the highest standards and practices.

This policy will be reviewed annually, as a minimum, to ensure ongoing relevance and effectiveness.

Signed: 

Peter Wilson – Managing Director

Date: 25/02/25

Next Review: 25/02/26

Legal Compliance

At Gable Ltd, we are committed to full compliance with all applicable laws, regulations, and industry standards relevant to our operations. Our Legal Compliance Policy is designed to guide our organisation in upholding the highest standards of legal and ethical conduct, protecting our reputation, and ensuring accountability across all levels of our business.

Policy Overview

This policy outlines our commitment to legal compliance, the responsibilities of our workforce in upholding this policy, and the mechanisms we have in place to ensure compliance with laws governing our industry, including but not limited to health and safety, environmental protection, employment law, and data protection.

Responsibilities

The Managing Director holds ultimate responsibility for implementing and maintaining this policy. Top management is actively involved in promoting a compliance culture across Gable and is responsible for integrating compliance into daily operations. All employees are expected to understand and comply with the legal and regulatory requirements that apply to their roles.

Legal Compliance Commitments

Gable Ltd is dedicated to:

Identifying and understanding the legal obligations relevant to our business, including those set out in the Health and Safety at Work Act 1974, the Environmental Protection Act 1990, and current Data Protection laws.

Ensuring our activities meet or exceed the requirements of applicable legislation, regulatory requirements, and industry standards.

Implementing a robust compliance management system that includes regular audits, risk assessments, and reporting mechanisms to monitor compliance performance.

Providing sufficient resources to support compliance initiatives, including training, access to legal expertise, and up-to-date regulatory information.

Compliance Monitoring and Auditing

We conduct regular internal audits and risk assessments to monitor adherence to legal requirements, identify potential compliance issues, and address them promptly. Any identified non-compliance or risk of non-compliance is reviewed by management, and corrective actions are taken to ensure full compliance.

Training and Awareness

Gable Ltd ensures that all employees receive training on relevant legal requirements and compliance practices applicable to their roles. Regular updates and refresher sessions are provided to reinforce compliance awareness and address changes in legislation.

Reporting and Addressing Compliance Issues

Employees are encouraged to report any concerns about potential breaches of this policy or other legal compliance issues. Reports can be made confidentially, and all concerns will be investigated promptly, fairly, and in accordance with company procedures. Gable Ltd prohibits retaliation against employees who raise compliance-related concerns in good faith.

Continuous Improvement

Our Legal Compliance Policy is reviewed annually, at minimum, and updated as necessary to reflect changes in legislation, regulatory requirements, and industry best practices. Gable Ltd is committed to the continuous improvement of its compliance management system and fostering a proactive compliance culture.

Implementation

Policy Distribution

All employees will receive a copy of the Health and Safety Policy Statement upon joining Gable. Updates will be distributed to all staff whenever the policy is reviewed or revised.

Policy Explanation

The Health and Safety Policy and individual responsibilities will be explained to each employee upon starting employment and following any significant changes to the policy.

Training and Development

Gable will ensure that all employees receive the necessary training to perform their duties safely and in compliance with health and safety standards.

Site Induction and Subcontractor Management

Contract/Site Supervisors and Managers will ensure that all individuals working on-site, including subcontractors, undergo a comprehensive site induction. This induction will cover any specific safety requirements outlined in this policy.

Risk Assessments and Method Statements

Before starting any activities, all tasks will be risk-assessed, and method statements will be prepared as needed. These will be communicated to employees through induction training and toolbox talks.

Policy Monitoring

The Managing Director, Directors, and Supervisors will regularly monitor adherence to this policy as part of their responsibilities, ensuring compliance and effectiveness.

Escalation of Unresolved Issues

Health and safety issues that cannot be resolved at a local level should be escalated through the management structure. If necessary, these issues will be brought to the attention of the Managing Director.

Health, Safety, and Environmental Information Sharing

Health, safety, and environmental information will be made available to all staff and subcontractors. This will include policy details, method statements, risk assessments, and updates via memos, emails, leaflets, posters, review meetings, training sessions, and toolbox talks.

Policy Review

Annual Review

This Health, Safety, and Welfare Policy will undergo a formal review every 12 months, or sooner if new legislation or changes to existing laws come into effect.

Interim Updates

Any necessary updates between scheduled reviews will be communicated to all employees through memorandums or site instructions, as appropriate. These interim changes will be fully incorporated at the next routine review.

Issuance and Amendments

The Managing Director or designated Director will issue the Health and Safety Policy. All amendments will be made in consultation with our Health and Safety Advisers to ensure compliance and effectiveness.

Internal and External Audits

The Health and Safety Policy is subject to both internal and external audits. External audits are conducted by accrediting bodies, membership organisations, or supply chain principal contractors as applicable, or upon request.

System Change Procedure

Recognising the Need for Change

As Gable evolves and legislation changes, working practices will need to be adapted. Gable Ltd acknowledges that amendments to the Health, Safety, and Environmental Welfare Management System will be required to reflect these changes.

Review and Recording of Changes

This procedure ensures that any changes to the Health, Safety, and Environmental Welfare Management System are reviewed and properly recorded in a consistent and transparent manner.

Employee Responsibility

All employees are encouraged to seek and suggest improvements to working practices. Suggestions for improvement should be submitted in accordance with this procedure.

Health and Safety Manager Responsibility

The Health and Safety Manager is responsible for ensuring that proposed changes are reviewed, published, and implemented in line with this procedure. The Health and Safety Manager is also responsible for overseeing all changes to the Health and Safety Policy.

Proposing and Implementing Changes

No Change Without Following Procedure

No changes to any part of the system may be implemented without first following this formal procedure.

Review of Legislation and Requirements

Changes in legislation or requirements necessitate an immediate review and amendment of company policies and procedures to ensure compliance.

Approval of Proposed Changes

All proposed changes must be approved by the Director responsible for Health and Safety and Gable's Safety Advisors prior to implementation.

Documentation of Proposed Changes

Proposed changes must be submitted in writing using the Health and Safety Document Amendment Sheet. Each amendment must be signed and dated by the Director responsible for Health and Safety.

Implementation and Filing of Amendments

The Safety Coordinator will ensure that all actioned amendments are implemented and properly filed for record-keeping.

Identification of Changes

All new or amended documents will be clearly identified with revision update numbers and the date of change.

Withdrawal of Old Documentation

Outdated documentation will be withdrawn from the system. A complete reissue of the updated policy will be distributed to all employees and subcontractors to ensure everyone is working from the most current version.

Roles and Responsibilities

Managing Director – Peter Wilson

Provision of Resources for Compliance

The Managing Director is responsible for ensuring that adequate resources are allocated to meet the requirements of the Health, Safety, and Environmental Policies at all company workplaces. This includes financial resources, personnel, equipment, and training necessary for compliance with statutory obligations.

Inclusion of Health, Safety, and Environmental Measures in Tenders

The Managing Director must ensure that tender bids for projects include reasonable provisions for health, safety, and environmental measures, accounting for the costs of implementing safe working practices and reducing environmental impacts throughout the project lifecycle.

Leadership and Personal Example

The Managing Director must lead by example in promoting a safety-first culture, demonstrating commitment to health, safety, and environmental standards. This includes acknowledging suggestions for improvements and ensuring that safety and environmental considerations are prioritised in all company operations.

Disciplinary Actions for Non-Compliance

The Managing Director is responsible for ensuring that disciplinary actions are taken when employees or contractors fail to comply with the Health and Safety Policy or statutory requirements. This includes addressing unsafe work practices or non-compliance with safety regulations.

Accident Investigation and Resolution

The Managing Director must ensure that all accidents, near misses, or health and safety incidents are promptly investigated. The Managing Director should discuss these incidents with employees and contractors, determine root causes, and implement corrective actions to prevent recurrence.

Contractor Competency and Compliance

The Managing Director must ensure that all contractors engaged by Gable are fully informed about the health, safety, and environmental requirements of Gable. This includes verifying that contractors' staff are competent and have the necessary training to comply with safety and environmental standards.

Notification of Breaches and Corrective Actions

The Managing Director is responsible for ensuring that written notifications are issued to contractors regarding any breaches of statutory provisions or the Health and Safety Policy. These notifications must include specific details of the breach and corrective actions required, with deadlines for resolution.

Method Statements and Hazard Identification

The Managing Director must ensure that written method statements are developed for each project phase and include identification of potential hazards. The Managing Director will ensure that these method statements are communicated to relevant personnel and reviewed regularly.

Compliance with the Health and Safety Policy

The Managing Director is responsible for ensuring that all work is carried out in accordance with Gable's Health and Safety Policy, as well as current legislation. The Managing Director will also ensure that policies are updated as necessary to remain compliant with changing laws.

Instruction and Training of Senior Staff

The Managing Director must ensure that senior staff, including Directors and Managers, are trained and fully understand their responsibilities regarding health, safety, and environmental compliance. The Managing Director will ensure that they are equipped to maintain safe work operations and promote a safe working environment within their areas of responsibility.

Delegation of Responsibilities in Absence

In the absence of the Managing Director, these responsibilities will be delegated to another senior member of management (e.g., Construction Director). The delegated individual will assume the Managing Director's health, safety, and environmental duties and ensure that compliance is maintained during this period.

Legal Compliance and Continuous Improvement

The Managing Director is responsible for ensuring that Gable remains compliant with all relevant health, safety, and environmental legislation, such as the Health and Safety at Work Act 1974, Control of Substances Hazardous to Health (COSHH) regulations, and others. The Managing Director will also promote continuous improvement in health, safety, and environmental performance by reviewing policies and procedures regularly to ensure alignment with current legal requirements and best practices.

Engagement with Health and Safety Committees

The Managing Director is responsible for ensuring effective communication with health and safety committees, worker representatives, and employees on safety matters. The Managing Director should actively encourage input from employees and contractors to help identify potential hazards and improve safety practices.

Emergency Planning and Response

The Managing Director must ensure that effective emergency response procedures are in place, regularly reviewed, and communicated to all employees, contractors, and stakeholders. The Managing Director will ensure that drills are conducted periodically and that emergency procedures are updated as needed.

Record Keeping and Documentation

The Managing Director is responsible for ensuring that accurate and up-to-date records are maintained for all health, safety, and environmental activities, including risk assessments, method statements, audits, and accident reports. These records must be accessible for internal and external reviews and audits.

Construction Director – Jack Mason & Mick Catlin

Awareness of Legislation

The Construction Director must ensure that Gable is compliant with all applicable laws, regulations, and industry standards.

Implementation and Understanding of the Health and Safety Policy

The Construction Director is responsible for ensuring that all staff under their management understand and effectively implement Gable's Health and Safety Policy. This includes ensuring that all employees adhere to the duties and procedures outlined in the policy and that safety culture is embedded throughout organisation

Regular Review of Health and Safety Procedures

The Construction Director must regularly review the implementation of Health and Safety procedures across all construction activities. Where any non-compliance or areas for improvement are identified, corrective actions should be taken promptly to address these issues.

Provision of Sufficient Resources

The Construction Director must ensure that adequate financial and operational resources are allocated to support health, safety, and environmental compliance. This includes ensuring the necessary budget for training, safety equipment, and other compliance-related activities.

Establishment and Communication of Health, Safety, and Environmental Requirements

The Construction Director must ensure that health, safety, and environmental requirements are clearly defined for all construction activities. These requirements must be effectively communicated to all individuals involved, through appropriate induction, training, and ongoing guidance.

Assisting Staff with Health and Safety Issues

The Construction Director must actively assist staff in resolving health, safety, and environmental issues that arise on-site. For issues that cannot be resolved internally, the Construction Director should consult with appointed safety consultants or external experts to find satisfactory solutions.

Fostering a Health and Safety Culture

The Construction Director is responsible for promoting a positive health, safety, and environmental culture within the construction teams. This includes actively engaging employees in safety discussions, encouraging participation in safety initiatives, and consistently setting the right example in safety practices and environmental responsibility.

Monitoring and Recording Safety Performance

The Construction Director must ensure that safety performance across all construction activities is regularly monitored. Relevant health, safety, and environmental data, such as accident reports and safety audits, must be accurately recorded and reviewed for continuous improvement.

Regular Health and Safety Discussions at Director Meetings

The Construction Director must ensure that health, safety, and environmental performance are regular agenda items at Directors' meetings.

Utilisation of Safety Consultants

The Construction Director should make use of the services of Gable's appointed safety consultants as required. This includes seeking external advice on complex health and safety issues, ensuring that Gable's safety procedures and practices remain aligned with industry best practices and regulatory standards.

Health and Safety Consultant

Gable Ltd. has a legal obligation to comply with UK health, safety, and environmental regulations. This includes staying up to date with current and future changes to legislation and associated requirements to ensure ongoing compliance.

At present, this service is provided to Gable by Mark Hammond

Annual Audits and Policy Review

Mark Hammond will conduct an annual audit of the Health and Safety Management System to ensure its effectiveness and alignment with the business operations. This includes reviewing and, where necessary, updating the Health and Safety Policy in line with relevant legislation and best practices (e.g., Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, and ISO 45001:2018).

Legislation and Compliance Advice

Mark Hammond will identify all relevant legislation, regulations, and industry standards (e.g., Control of Substances Hazardous to Health (COSHH) Regulations 2002, The Work at Height Regulations 2005, etc.), and provide expert advice on occupational health and safety matters affecting company operations. He will also ensure ongoing monitoring of compliance with statutory provisions, company safety rules, and codes of practice.

Accident and Incident Investigation

Mark Hammond will investigate accidents, dangerous occurrences, and cases of ill health related to working conditions, in compliance with the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR). He will provide detailed reports and advice when requested by the Managing Director or the nominated deputy, ensuring all incidents are appropriately recorded and corrective actions are implemented.

Liaison with Statutory and Professional Bodies

Mark Hammond will represent Gable in liaising with relevant statutory bodies (such as the Health and Safety Executive (HSE)) and professional health and safety bodies. He will provide guidance on complying with industry-specific regulations and address any legal requirements related to occupational health and safety.

Independent Audit of Works Operations

Upon instruction from the Managing Director or relevant senior management, Mark Hammond will conduct independent audits of Gable's construction operations, ensuring compliance with site-specific safety protocols, risk assessments, and method statements. This audit will also assess compliance with health, safety, and environmental legislation, including the Construction (Design and Management) Regulations 2015 (CDM 2015).

Continuous Monitoring and Legislation Updates

Mark Hammond will stay informed on changes to health and safety legislation, including updates from the HSE, industry standards, and government guidelines. He will ensure that any legislative changes are promptly

communicated to Gable and necessary adjustments to health and safety policies, procedures, and practices are made in a timely manner.

Documentation Generation

Mark Hammond is responsible for preparing Risk Assessments and Method Statements (RAMS), emergency plans, and logistics drawings for each project. These documents are designed to assess and mitigate risks, outline safe working procedures, and provide detailed plans for emergency response and site logistics. While Mark Hammond ensures these documents are prepared in compliance with relevant health and safety legislation, the responsibility for the implementation and enforcement of these plans lies with the Contracts Managers. They will ensure that the procedures are communicated to all relevant personnel and are adhered to throughout the project's duration.

Office Manager

Liaison with Management and Consultants

The Office Manager will liaise with the Managing Director, Projects Director, and Safety Consultants as required, to ensure effective communication and coordination on health and safety matters within Gable.

Ensuring Compliance with Health and Safety Policy

The Office Manager will ensure that the recommended measures are implemented to secure compliance with the requirements of the Health & Safety Policy across all places of work. The Board of Directors will provide adequate resources to support these initiatives.

Setting a Personal Example

The Office Manager will set a personal example by adhering to health and safety protocols, actively promoting a culture of safety, and acknowledging suggestions for improvements in safety procedures when appropriate.

Accident and Incident Reporting

The Office Manager will receive accident reports for Gable and any ad-hoc reports of serious incidents. They will take prompt action to ensure corrective measures are in place to prevent recurrence of such incidents.

Disciplinary Action and Reporting

Where necessary, the Office Manager will inform the Directors to initiate disciplinary action against management and staff at all levels who fail to comply with their duties under the Health and Safety Policy or statutory requirements.

Reporting to the Board of Directors

The Office Manager will report to the Board of Directors on all accidents, incidents, and any other health and safety matters that may impact Gable, ensuring that senior management is kept informed on key health and safety issues.

Contracts Manager

Monitor Safety Performance

The Contracts Manager is responsible for monitoring the safety performance of both contractors and employees, taking appropriate action as necessary to improve performance and ensure compliance with the Health, Safety, and Environmental Policy.

Ensure Supervisor Awareness

The Contracts Manager will ensure that supervisors on each contract are fully aware of their responsibilities, as outlined in Gable's Health, Safety, and Environmental Policy, and ensure their adherence to these responsibilities.

Risk Assessments for Work/Processes

The Contracts Manager will ensure that risk assessments are carried out for all work and processes within the contract. Significant findings from these assessments must be recorded and communicated to relevant personnel.

Health and Safety Information Pack

Prior to the commencement of any contract, the Contracts Manager will ensure that the client provides a Health and Safety Information Pack, which is incorporated into the Construction Phase Plan. The relevant supervisor must be familiar with its contents and ensure all safety measures are in place.

Provide Contractors with Necessary Information

The Contracts Manager will ensure that contractors are given sufficient information to allow them to plan, complete risk assessments, and prepare site-specific Method Statements in compliance with current health, safety, and environmental legislation.

Nominate Qualified Personnel for Risk Assessments

If the Contracts Manager is not suitably qualified to carry out a specific risk assessment, they are responsible for nominating a qualified and competent person to conduct the assessment. If necessary, external advice should be sought from appointed safety consultants or other relevant specialists.

Ensure Adequate Training for Employees

The Contracts Manager will ensure that all employees under their control receive adequate and appropriate training in health and safety matters. This includes providing the necessary information and resources for employees to perform their duties safely.

Provide Risk Assessments and Control Measures

The Contracts Manager will ensure that any person carrying out a specific task has received the relevant risk assessments, understands the findings, and is aware of the necessary control measures outlined in the assessments.

Familiarity with Relevant Legislation

The Contracts Manager must be familiar with the broad requirements of applicable health, safety, and environmental legislation, ensuring compliance with all relevant regulations during the course of the project.

Promote Health & Safety and Environmental Awareness

The Contracts Manager will actively promote health, safety, and environmental matters, fostering a culture of awareness and enthusiasm within their team to ensure that all employees recognise the importance of these issues.

Site Inspections and Compliance Checks

The Contracts Manager is responsible for conducting regular site visits and inspections to assess health, safety, and environmental compliance. They will ensure that Gable's policies and procedures are being adhered to and that corrective actions are taken when necessary.

Communication of Health and Safety Issues

The Contracts Manager will ensure that any health, safety, or environmental matters raised by persons under their control are communicated effectively. Any changes in procedures or practices will be brought to the attention of staff and implemented as necessary.

Working Supervisor

Compliance with Health and Safety Requirements

The Working Supervisor must have adequate knowledge of, and comply with, the Health and Safety Policy and all relevant legislative requirements in accordance with their responsibilities. They must ensure that they are up to date with any changes in relevant health and safety regulations.

Acting as Site Safety Supervisor

The Working Supervisor will act as the Site Safety Supervisor on behalf of Gable, ensuring that health, safety, and environmental issues are identified and reported to the Contracts Manager for further action.

Supervising Site Compliance

The Working Supervisor is responsible for supervising and ensuring that all persons on-site comply with the Health and Safety Policy, relevant risk assessments, method statements, and legislative requirements. They must take appropriate action to address any non-compliance.

Planning and Safe Work Practices

The Working Supervisor will plan and carry out site activities in a way that eliminates, or minimises where possible, any situations that could be hazardous to the health and safety of those on site and the public. They will ensure the site is kept tidy and safe at all times.

Precautions and PPE

The Working Supervisor will ensure that all necessary precautions are in place to protect the workforce and the public prior to the commencement of any work activities. They will ensure that all workers use Personal Protective Equipment (PPE) as required and enforce the use of PPE where necessary.

Accompanying Inspections

The Working Supervisor will, whenever possible, accompany or appoint a suitable person to accompany any Health and Safety Executive (HSE) Inspector, Safety Advisor, or other authorised personnel during site inspections. They will act upon any advice or recommendations given during these inspections.

Maintenance and Inspections

The Working Supervisor will ensure that regular maintenance is carried out on equipment and plant (including externally hired items). They will ensure that repairs are completed promptly by competent fitters or the hire company, and that all equipment requiring statutory inspections has current test certificates. Additionally, they will ensure that weekly inspections are carried out and documented where required.

Prevent Unsafe Equipment Use

The Working Supervisor will prevent the use of any plant or equipment that is unsafe until necessary repairs are made, ensuring that it is properly checked and repaired by a competent person.

Reporting Accidents and Dangerous Occurrences

The Working Supervisor will immediately report any accidents, dangerous occurrences, or near-misses to the Safety Co-ordinator, ensuring that proper documentation and investigation processes are followed.

Resolving Health and Safety Matters

The Working Supervisor will address any health, safety, or environmental concerns raised by employees or contractors. If a satisfactory solution cannot be found, they will consult with the Contracts Manager to resolve the matter in accordance with Gable's policies and procedures.

Operatives

Adhering to Safe Working Practices

Operatives must observe and follow all safe working practices as advised and instructed, particularly with respect to issued risk assessments. They are expected to fully understand and comply with all safety protocols related to their tasks.

Personal Responsibility for Safety and Health

Operatives must maintain a personal concern for their own safety and health, as well as for the safety and well-being of others who may be affected by their actions. Any shortcomings in health, safety, or environmental provisions, especially those not covered by risk assessments, should be promptly reported to the relevant supervisor or manager.

Use of Correct Tools and Equipment

Operatives are required to use the correct tools and equipment for the tasks at hand. They must ensure that safety equipment and protective clothing are available, used properly, and maintained in accordance with legal and company requirements.

Maintaining Tools and Equipment

Operatives are responsible for keeping all tools and equipment in good working condition. Any defects or issues with plant, tools, or equipment must be reported immediately to the Foreman or supervisor for appropriate action.

Avoiding Risky Practices

Operatives must avoid any improvised work methods or practices that could introduce unnecessary risks. They should follow established procedures and use approved methods to perform tasks safely.

Identifying Hazards and Reporting Concerns

Operatives should be proactive in suggesting ways to eliminate hazards and must immediately warn other employees of any known risks. They are encouraged to contribute to the improvement of health, safety, and environmental practices by reporting potential dangers.

Refraining from Irresponsible Behaviour

Operatives must refrain from any irresponsible behaviour that could compromise safety, including the abuse or misuse of welfare facilities and other work resources.

Awareness of Health, Safety, and Environmental Notices

Operatives should be aware of and take note of any notices posted in the workplace that provide information, advice, or instructions relating to health, safety, and environmental matters. These notices are in place to ensure awareness and compliance.

Site Tidiness and Housekeeping

Operatives must maintain a high standard of housekeeping on-site. This includes paying particular attention to site tidiness to prevent accidents and ensure a safe working environment for all personnel.

Subcontractors
Compliance with Company Health, Safety, and Welfare Policy

All subcontractors are required to comply with Gable's Health, Safety, and Welfare Policy. They must ensure that their own health and safety policies (where applicable) are made available and adhered to during the execution of work on-site.

Risk Assessments and Method Statements

Subcontractors must provide risk assessments and, where applicable, site-specific method statements for their work activities. These documents should be submitted to Gable prior to commencement of work.

Compliance with Statutory Provisions

All work carried out by subcontractors must comply with the relevant statutory provisions and ensure the safety of all individuals on the site, including the general public. Subcontractors are responsible for ensuring that their operatives receive adequate information, training, and supervision to carry out tasks safely.

Use of Plant and Equipment

Subcontractors' employees are not permitted to use or interfere with any plant or equipment on the site unless specifically authorised to do so by Gable's Site Supervisor or Contract Manager.

Condition of Plant and Equipment

All plant and equipment brought onto the site by subcontractors must be safe, in good condition, and fitted with necessary safety features, including guards and safety devices. Relevant certificates (e.g., inspection certificates) must be available for inspection upon request.

Electrical Equipment and Power Tools

No power tools or electrical equipment greater than 110 volts may be brought onto site unless no other low-voltage equipment is available. All transformers, generators, extension leads, plugs, and sockets must comply with the latest British Standards for industrial use and be in good condition. Portable electrical equipment must be regularly inspected and tested by a competent person in accordance with the Electricity at Work Regulations.

Reporting Accidents and Dangerous Occurrences

Subcontractors must observe their statutory duty to report any accidents or dangerous occurrences arising from their operations. Any such incidents must be immediately reported to Gable's Site Supervisor and subcontractors must cooperate fully with any investigation carried out by the Safety Consultants or the Health and Safety Executive (HSE).

Compliance with Safety Instructions

Subcontractors' site operatives must comply with any safety instructions issued by Gable or the Principal Contractor overseeing the site. These instructions are in place to ensure the safety and well-being of all individuals on-site.

Handling Hazardous Materials

Any material or substance brought onto the site by subcontractors that presents health, fire, or explosion risks must be handled and stored in accordance with the appropriate risk assessment. Relevant information from these assessments must be provided, upon request, to the Principal Contractor for inclusion in the health and safety plan.

Site Housekeeping

Subcontractors are required to ensure that all work areas are kept tidy at all times. Debris, waste materials, and other hazardous items must be cleared promptly as work progresses to prevent accidents or environmental risks.

Adherence to Legislation and Standards

Subcontractors must carry out their operations in strict accordance with the requirements of all relevant legislation, Approved Codes of Practice, British Standards, and any other applicable regulatory requirements. Where necessary, subcontractors should seek the guidance of a competent person appointed to provide health and safety advice, as required under the Management of Health and Safety at Work Regulations 1999.

Health and Safety Arrangements

Abrasive wheels

1. **Training and Competency:** Only individuals who have received adequate training in the mounting, selection, and safe operation of abrasive wheels may perform these tasks. Operatives must demonstrate competency in compliance with the *Provision and Use of Work Equipment Regulations 1998 (PUWER)*. Training must be refreshed periodically to maintain competency.
2. **Records of Appointment and Training:** A record of each appointed person, including proof of training and competency will be maintained in the office by the training manager. This register should be reviewed regularly and updated as necessary.
3. **Personal Protective Equipment (PPE):** Operatives using abrasive wheels must use suitable PPE, including:
    - Eye protection (impact-resistant safety goggles or face shields)
    - Gloves to protect hands from heat, sparks, and abrasions
    - Hearing protection to prevent damage from high noise levels
    - Respiratory protection as required (minimum FFP3 standard), depending on the dust levels
    - Protective clothing to shield against sparks and flying particles
4. **Dust and Fume Control Measures:**
    - Abrasive wheels should be equipped with dust suppression systems, such as water-fed attachments, to control dust at the source.
    - Where wet cutting is not possible, vacuum extraction should be used to prevent airborne dust.
    - Operatives must wear appropriate respiratory protection (FFP3 minimum) even when using wet-cutting methods.
5. **Inspection and Maintenance:**
    - Abrasive wheels must be inspected before each use to check for cracks, wear, and other defects. Damaged or worn wheels must be replaced immediately.
    - Wheels must be stored at a consistent, moderate temperature in a dry location to prevent warping or moisture absorption.
    - Equipment, including guards, must be maintained and inspected regularly as part of the site's maintenance schedule.
6. **Guarding and Safety Features:**
    - Equipment should have the appropriate guards fitted to protect users from flying particles and wheel breakage.
    - The workpiece and wheel must be secured, and guards must never be removed during operation. Adjustable guards should be positioned close to the wheel and set up as per the manufacturer's instructions.
7. **Speed Control and Compatibility:**
    - The maximum operating speed of the abrasive wheel must match or exceed the equipment's rated speed.
    - Only wheels compatible with the equipment in use and matched to the material being worked on should be selected. Operatives must follow the manufacturer's specifications and safety guidelines for each wheel.
8. **Safe Work Practices:**
    - Operators must be trained to avoid "side grinding" unless the wheel is specifically designed for it.
    - Supervisors should perform regular safety checks to ensure compliance with safe practices and correct equipment handling.
9. **Emergency Preparedness:**
    - First aid equipment must be readily available, and all operatives must be aware of emergency procedures, including the location

of first aid kits and the identity of trained first aiders on site.

- Emergency stop devices on abrasive wheel equipment must be tested regularly, and all operatives must be trained in their use.

Accident reporting and investigation

1. General Accident Reporting Requirements:

All accidents and incidents involving employees, contractors, or members of the public must be recorded using the accident report form F.5.1.2 (expanding upon BI510), in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

For reportable incidents, the Health and Safety Manager is responsible for completing and submitting Form F2508 to the Health and Safety Executive (HSE).

2. Types of Reportable Incidents and Actions Required:

Fatality, Specified Injury, or Dangerous Occurrence:

Action Required:

- Immediately notify the HSE by telephone.
- Follow up with the submission of Form F2508 within 10 days.

Specified Injuries include:

- Fractures (except to fingers, thumbs, and toes)
- Amputations (including partial)
- Loss of sight (temporary or permanent)
- Crush injuries leading to internal organ damage
- Burns (covering more than 10% of the body, or affecting the eyes)
- Scalping (separation of the skin from the underlying tissue)
- Unconsciousness caused by a blow to the head
- Any injury resulting in the person being off work or incapacitated for more than seven days

Dangerous Occurrences include:

- Collapse, overturning, or failure of lifting equipment or scaffolding
- Fire or explosion at the workplace
- Malfunction of pressure systems leading to a potential catastrophic event
- Electrical shock requiring hospital treatment or medical attention
- Failure of any machinery that could lead to injury if not mitigated

Over 7-Day Injuries:

For injuries resulting in more than 7 consecutive days of incapacity (excluding the day of the accident), the Safety Manager must submit Form F2508 to the HSE within 10 days.

Occupational Disease Diagnosis:

If an employee is diagnosed with a reportable occupational disease (e.g., asbestosis, occupational asthma, carpal tunnel syndrome), Form F2508 must be completed and submitted to the HSE within 10 days.

Environmental Incidents and Near Misses:

Environmental accidents or close-call incidents should be reported using the same procedure as health and safety incidents, as they may require similar preventive actions. Any reportable environmental incidents must be reported via Form F2508 if they meet the criteria outlined in RIDDOR.

3. Procedures for Incident Notification and Data Security:

Notification:

All staff, including employees, contractors, and the self-employed, must report any accident, disease, dangerous occurrence, or environmental incident immediately to the Safety Manager and a Director.

An entry must be made on the form F.5.1.2, and the personal details of employees involved must be kept confidential and stored securely in accordance with the Data Protection Act and GDPR regulations.

Data Security:

All personal details and accident records are confidential and must be stored securely. Physical records should be locked and stored in a restricted area, while digital records should be stored in a secure, password-protected system with restricted access.

4. Site-Specific Procedures for Network Rail Projects:

For any incidents occurring on Network Rail projects, site representatives must follow the specific incident-reporting procedures as outlined in the relevant Network Rail documentation. They should familiarize themselves with the appropriate reporting protocols and forms.

5. Types of Incidents and Required Actions:

All Incidents:

All incidents, regardless of severity, must be recorded using Form F.5.1.2 (HSE accident book). Even minor incidents should be documented due to the potential for unforeseen complications.

Fatal or Serious Incidents:

In the event of a fatal or serious incident, immediately inform the Managing Director, the HSE, and the client (if required).

Do not disturb the scene of the incident (except for removing injured persons) until clearance has been given by the HSE or Managing Director.

Incapacitating Injuries (Over 7 Days):

If an injury leads to more than seven consecutive days of incapacity, Form F2508 must be completed and submitted to the HSE within 10 days. The Safety Manager must notify the HSE as soon as it is known that the employee will be off work for more than seven days.

Reportable Diseases:

If a doctor confirms a reportable disease (e.g., asbestosis), Form F2508 must be submitted to the HSE within 10 days. The Safety Manager must ensure the relevant documentation is completed.

6. RIDDOR Submission Details:

Reporting Procedure:

All reportable incidents, including fatalities, specified injuries, over-7-day injuries, and occupational diseases, must be reported to the HSE using Form F2508. This form must be submitted online through the HSE RIDDOR portal.

Client Notification:

The client must be notified immediately of any reportable incidents, along with a summary of the actions being taken to prevent recurrence. This notification should occur as soon as possible after the incident has occurred.

Retention of Records:

A copy of all completed F2508 forms and associated investigation reports must be retained for a minimum of three years. These records should be stored securely and made accessible to regulatory bodies when required.

7. Near Miss Reporting and Investigation:

Definition and Reporting:

A near miss is an incident that does not result in injury or damage but could have under slightly different circumstances. Examples of near misses include tripping hazards or uncontained spills.

All near misses must be reported to the Safety Manager using Form F.5.1.3.

Investigation and Corrective Action:

Near misses must be thoroughly investigated to identify potential hazards and prevent recurrence. The findings must be documented and corrective actions implemented. A corrective action plan should be

developed with clear responsibilities and deadlines for addressing the identified risks.

8. Accident/Incident Investigation Procedure:

Investigation Timing and Responsibility:

Investigations must commence immediately and be completed within three working days of the incident. A competent person (e.g., Safety Consultant) will lead the investigation to ensure thoroughness and impartiality.

The investigation should include a root cause analysis to identify underlying causes and prevent recurrence. If required, risk assessments will be reviewed and updated to ensure that control measures are effective.

Investigation Documentation:

All investigations must be thoroughly documented, including the causes of the incident, corrective actions taken, and any preventive measures to be implemented. A final report will be created and stored for future reference.

9. Company Policy on Reporting and Monitoring:

Immediate Reporting:

All accidents, incidents, and near misses must be reported immediately to Head Office to ensure prompt response and corrective actions.

Monitoring and Trend Analysis:

The Safety Manager must provide the Managing Director with copies of all accident and near-miss report forms. This data will be used for trend analysis and to identify areas requiring additional controls or preventive actions.

Trends will be reviewed regularly, at least quarterly, during management meetings.

Review and Action:

Within seven days of an investigation being completed, the findings will be reviewed by the Managing Director, Safety Manager, and Safety Consultants to ensure corrective actions are in place.

All incidents will be discussed at management meetings to ensure that appropriate actions are being taken to prevent recurrence.

10. Rail Industry-Specific Requirements:

All incidents and close calls within the rail industry must be logged and reported in accordance with Group Standard GE/RT 8047 and associated Tables A & B. This includes ensuring compliance with specific safety protocols relevant to rail operations.

11. Data Privacy and Compliance

Data Protection:

All personal details of employees involved in accidents are confidential and will be stored securely, following the guidelines set out in the Data Protection Act and GDPR.

Accident records and associated personal information will be stored in restricted access locations. Only relevant data will be shared with external authorities, ensuring that personal identifiers are anonymized when necessary.

Alcohol and Substance Misuse Testing Procedures

1. Introduction

As part of our commitment to maintaining a safe and healthy working environment, Gable recognises the potential risks posed by alcohol and substance misuse in the workplace. Impairment due to alcohol or drugs can affect an individual's health, safety, performance, and overall well-being, which may also put others at risk.

Gable has a zero-tolerance policy regarding alcohol and substance misuse in the workplace. The consumption, possession, or being under the influence of alcohol or illicit substances while on Company premises, during working hours, or at Company-related activities is strictly prohibited.

Gable will take all reasonable steps to prevent impairment through alcohol or substance misuse and will ensure that appropriate testing procedures are in place to safeguard the health and safety of all individuals working for or with Gable.

2. Objectives

- To ensure a safe and healthy working environment, free from the dangers of alcohol or substance misuse.
- To detect and address impairment issues promptly and fairly.
- To comply with all legal and regulatory health and safety requirements.
- To offer support to employees facing alcohol or substance misuse issues, encouraging them to seek help where necessary.

3. Scope

This policy applies to:

- All employees of Gable, including full-time, part-time, and temporary staff.
- Contractors, subcontractors, and any third parties working on Gable's premises or engaged in Company-related activities.
- Any individual involved in work-related activities, including meetings, training sessions, and Company-sponsored events.

4. Alcohol and Substance Misuse Testing Procedures

When Testing Will Be Conducted

Alcohol and substance misuse testing will be conducted under the following circumstances:

- Reasonable Suspicion Testing: Testing may occur when there are reasonable grounds to believe that an individual is under the influence of alcohol or substances while at work, or their behaviour, performance, or appearance suggests impairment. Observable signs may include slurred speech, disorientation, erratic behaviour, bloodshot eyes, or the smell of alcohol.
- Post-Incident Testing: If an accident, near miss, or safety-related incident occurs, alcohol and substance testing will be conducted to determine if impairment contributed to the incident.
- Random Testing: In certain high-risk roles or activities, random testing may be conducted to help maintain safety standards and deter potential substance misuse.
- Pre-employment Testing: All candidates for safety-sensitive positions may be required to undergo alcohol and substance misuse testing as part of the recruitment process.

Testing Process

Consent: Employees and contractors will be informed in writing that alcohol and substance misuse testing may be part of their employment or engagement with Gable Written consent will be obtained prior to any testing being carried out.

Testing Methods: Testing will typically include breathalyser tests for alcohol and urine, saliva, or hair follicle tests for substances. The tests will be administered by an independent and qualified third-party provider to ensure accuracy and confidentiality.

Confidentiality: The results of the tests will be kept confidential. Test results will only be shared with relevant personnel on a need-to-know basis. In some cases, results may be shared with law enforcement authorities or regulators if required by law.

Refusal to Test: Employees or contractors who refuse to undergo testing may be subject to disciplinary action, including suspension or termination, depending on the circumstances.

Action Following Positive Test Results

If an employee tests positive for alcohol or substances, the following steps will be taken:

Verification: A second confirmatory test will be conducted to verify the initial positive result. If the result is confirmed, the employee will be informed and may be sent home (paid or unpaid, depending on the situation).

Investigation: An investigation will be carried out to understand the circumstances leading to the positive result. The employee will be given an opportunity to explain the situation.

Disciplinary Action: Based on the results of the investigation, appropriate disciplinary action will be taken, which may include a formal warning, suspension, or termination of employment.

Support for Substance Misuse: If an employee is found to have a substance misuse issue, Gable will offer support, including access to Employee Assistance Programmes (EAPs) or rehabilitation services. Employees are encouraged to voluntarily seek help before problems arise, and reasonable adjustments will be made to support them in the workplace.

Alcohol Limits

Zero Tolerance for Alcohol Consumption: Gable enforces a zero-tolerance policy for alcohol in the workplace. No employee is permitted to work with alcohol in their system, and any level of alcohol detected above 0.01% will result in further investigation and potential disciplinary action.

Substance Misuse

Illegal Substances: Gable prohibits the use, possession, or distribution of illegal substances on its premises or during work-related activities. Employees found using or in possession of illegal substances will face disciplinary action, including possible termination and reporting to the relevant authorities.

Prescription Drugs: Employees taking prescription medication that may impair their ability to work safely must inform their manager or supervisor. Gable will make reasonable accommodations where necessary to ensure health and safety is not compromised.

5. Responsibilities

Employees: Employees are responsible for ensuring they are fit to work and are not impaired by alcohol or substances. They must comply with this policy and submit to testing when required. Employees are also encouraged to report any alcohol or substance misuse issues to management and seek help as needed.

Managers and Supervisors: Managers and supervisors are responsible for ensuring that this policy is applied and adhered to. They must be vigilant for signs of impairment in employees and take appropriate action when necessary. They will also support employees who need assistance with alcohol or substance misuse.

Office Administrator: The office administrator will oversee the alcohol and substance misuse testing process, ensure the policy is consistently applied, and maintain records of testing and results. The office administrator will also coordinate disciplinary actions and ensure that employees receive appropriate support if substance misuse is identified.

6. Support for Employees

Gable is committed to supporting employees facing alcohol or substance misuse issues. Support options include:

Employee Assistance Programme (EAP): Confidential, professional support services to help employees address personal or substance-related issues.

Rehabilitation: Employees found to have substance misuse problems will be offered access to rehabilitation services or counselling, where appropriate, to help them address the issue.

Asbestos

1. Introduction to Asbestos Risk

Asbestos was extensively used in buildings up until the early 1980s, with some applications continuing until 1999. Due to its fibrous nature and tendency to be concealed by other materials, asbestos cannot be easily identified by appearance alone, which necessitates proper surveys to detect its presence.

Health Risks:

Asbestos-containing materials (ACMs) that are intact and undisturbed do not pose a significant health risk. The danger arises when these materials are disturbed, damaged, or deteriorate, causing fibres to become airborne, which can be inhaled and lead to serious health issues, including lung cancer and asbestosis.

2. Asbestos Management in Gable's Buildings

Asbestos Surveying and Identification

Surveys for Asbestos: In accordance with current legislation and guidance, including HSG264 (Asbestos: The Survey Guide), a competent person will conduct regular surveys for asbestos-containing materials (ACMs) within company buildings. The survey will aim to identify any asbestos present and assess its condition. Where ACMs are found, the appropriate action (removal or treatment) will be taken to prevent any potential risk to health.

Asbestos Register: All identified ACMs will be catalogued in an asbestos register. The register will include details on the location, condition, and management plan for each identified ACM. This register will be accessible to all employees and contractors working on or within the building.

Inspection and Monitoring

Routine Inspections: Any ACMs that remain on the premises will be regularly inspected to ensure they remain in good condition and do not pose a risk to health. Inspections will be conducted in line with the current guidance and risk assessment protocols.

Labelling: All ACMs that remain in place will be clearly labelled with appropriate hazard warnings to inform anyone working in the vicinity about the presence of asbestos. This includes both visible labelling and entry in Gable's asbestos register.

3. Asbestos Management in Construction Works

Surveying for ACMs Before Work Commences

Asbestos Survey Requirement: Before any construction, refurbishment, or maintenance work begins on site, a competent person must conduct an asbestos survey to identify the location, type, and condition of any ACMs. The survey must be done in line with the guidance in HSG264 to identify asbestos-containing materials that may be disturbed during the work. The results of the survey must be provided to Gable before work commences.

Working with ACMs

Removal and Disturbance of ACMs: Where ACMs are likely to be disturbed, removed, or worked on, licensed asbestos contractors must be appointed. The contractor must hold a valid asbestos removal license from the Health and Safety Executive (HSE), and the appropriate notification to enforcing authorities must be submitted before any work begins on ACMs.

Method Statements and Risk Assessments: The appointed asbestos contractors must provide a Method Statement and Risk Assessment to detail the work plan, identifying control measures to prevent or minimise the risk of exposure to asbestos fibres.

Contractor Licensing: A copy of the appointed contractor's asbestos license must be provided before work starts, ensuring compliance with HSE regulations.

Suspected ACMs and Site Action

Identification of Suspected ACMs: If a suspect material is identified during the work, all work in the affected area must cease immediately. The area must be sealed off, and appropriate signage should be posted to warn workers of potential asbestos presence.

Testing of Suspected Materials: Any suspect materials must be tested by a competent licensed person to confirm whether they contain asbestos. If asbestos is confirmed, work must only be resumed by a licensed asbestos contractor following the correct procedures.

Air Monitoring and Records

Air Quality Testing: When work on ACMs is carried out, air monitoring must be conducted before, during, and after the work to assess exposure levels. The results of these tests must be recorded and kept on site for initial review and later stored in Gable's records for reference and compliance purposes.

Record Keeping: Detailed records of ACMs that have been identified or removed will be included in the safety files for the project, and these records will be retained in accordance with the relevant health and safety legislation.

4. Employee Information and Training

Notification of Exposure

Informing Affected Employees: If an employee, contractor, or any other person is likely to have been exposed to asbestos fibres due to company work, they will be informed in writing of the potential exposure. Gable will provide relevant advice and guidance regarding the exposure and necessary follow-up actions, including medical advice if required.

Asbestos Awareness Training

Category A Training: All company personnel, including site operatives, will receive Category A Asbestos Awareness Training through an accredited training provider such as UKATA (United Kingdom Asbestos Training Association). This training covers the risks of asbestos exposure, methods of identifying ACMs, and the necessary procedures to follow in case asbestos is encountered.

Category B Training: If non-licensed asbestos materials (e.g., asbestos cement) need to be removed by company personnel, they will receive Category B Asbestos Awareness Training to ensure they understand the specific risks and legislative requirements associated with the removal and handling of these materials.

5. Legal Compliance and Documentation

Compliance with Asbestos Regulations

Gable will adhere to all relevant regulations, including The Control of Asbestos Regulations 2012 and the Health and Safety at Work Act 1974, ensuring that all activities related to asbestos are conducted in compliance with current legislation.

Asbestos work will also be conducted in line with the HSE's HSG33 guidelines and any specific industry-related asbestos management protocols.

Record Retention

Records of all asbestos surveys, training, air monitoring, and removal works will be retained for a minimum of 40 years in accordance with regulatory requirements. These records will be securely stored and made available for inspection by enforcement authorities if required.

6. Emergency Procedures

In the event of a suspected asbestos release or incident on site:

Immediate Action: Cease all work in the affected area immediately.

Area Containment: Seal off the affected area to prevent the spread of fibres.

Notification: Inform the Site Supervisor, Safety Manager, and relevant authorities (including the HSE if necessary) of the potential asbestos exposure.

Investigation: A full investigation will be conducted to determine the source and extent of the exposure.

Health Monitoring: Any employee or contractor who may have been exposed will be offered a health assessment and medical surveillance as per regulations.

7. Environmental Impact and Waste Disposal

All asbestos waste must be handled, stored, and disposed of in line with the HSE's asbestos waste disposal guidelines. This includes using licensed disposal contractors and ensuring all waste is disposed of in an approved manner to prevent environmental contamination.

Biological Hazards

1. Introduction

Employees may be exposed to various biological hazards that could pose risks to their health and safety whilst at work. These biological hazards can include bacteria, viruses, fungi, mould, and other harmful microorganisms found in construction materials, on-site environments, or during specific tasks such as demolition, refurbishment, or maintenance work.

Gable is committed to managing these biological hazards effectively through appropriate risk assessments, control measures, training, and personal protective equipment (PPE) to safeguard the health and well-being of all employees, contractors, and visitors.

2. Identification of Biological Hazards

Biological hazards in roofing and cladding work can arise from:

Mould and Fungi: Exposure to mould or fungi may occur when working with damp or water-damaged roofing materials, insulation, or cladding systems. Mould growth is common in areas with poor ventilation or when materials are exposed to rain or high humidity.

Bacteria and Viruses: Certain bacteria or viruses may be present in construction debris, waste materials, or in the environment (e.g., bird droppings, rat infestations, and contaminated water or soil).

Bird and Animal Droppings: Roofing work often involves access to high areas where bird or pigeon nests and droppings are present. Exposure to bird and animal droppings can lead to diseases such as Histoplasmosis, Cryptococcosis, or Psittacosis, all of which can affect the respiratory system.

Asbestos-Related Biological Risk: Though asbestos is primarily a chemical hazard, the risk of biological contamination can increase if asbestos-containing materials are damaged or disturbed by biological activity, such as moisture causing mould growth.

Waste Materials and Contaminants: In some roofing and cladding projects, demolition or renovation work may result in exposure to biological hazards in contaminated materials, including insulation, old roofing, or materials with bacterial growth.

3. Risk Assessment and Control Measures

A detailed risk assessment will be conducted before any roofing or cladding work to identify potential biological hazards. Gable will implement control measures to reduce or eliminate these risks, which may include:

Ventilation and Drying: Ensure adequate ventilation and drying in work areas to prevent moisture accumulation that could encourage mould or fungal growth.

Use of PPE: All workers will be provided with and required to wear appropriate PPE when working in areas at risk of biological hazards. This may include:

- Respiratory protection
- Protective gloves
- Protective clothing,
- Eye protection

Site Cleanliness and Hygiene: All work areas must be kept clean and free of biological contaminants.

Disinfection of Tools and Equipment: All tools, ladders, and equipment used in areas where biological hazards are present should be regularly cleaned and disinfected. This will prevent the spread of biological contaminants between work areas.

Control of Pest Infestations: Gable will work with pest control contractors where necessary to ensure that roofing or cladding sites are free of pest infestations, including birds, rats, or other animals, that could cause biological contamination.

Work Planning: Where there is a higher risk of biological exposure (e.g., when working on older buildings with known issues of damp, bird droppings, or insulation

contamination), extra precautions will be taken. This may include the use of scaffolding with safety barriers, enclosing work areas with protective sheeting, and carrying out tasks during low-risk times (e.g., avoiding peak bird nesting periods).

4. Training and Awareness

Gable will provide training for all employees and subcontractors to ensure that they are aware of the potential biological hazards as required.

5. Reporting and Incident Management

Any employee or contractor who suspects biological contamination in a work area must immediately report the issue to their supervisor or the Site Manager. If there is exposure to biological hazards, such as handling animal waste or contaminated materials, Gable will:

Investigate the Incident: Conduct a risk assessment of the affected area to determine the extent of exposure and the appropriate response.

Medical Attention: Ensure that anyone affected by exposure to biological hazards receives appropriate medical advice and treatment, if necessary.

Cleaning and Decontamination: The affected area will be cleaned and disinfected in accordance with established procedures, and any contaminated materials will be safely disposed of in line with current waste management regulations.

6. Control of Waste and Disposal

Waste materials that could pose a biological hazard, such as contaminated insulation, roofing materials with mould, or debris containing animal droppings, will be managed as follows:

Separate Containment: Biological waste must be stored and disposed of in suitable, clearly labelled containers to prevent contamination of other materials.

Waste Disposal Protocols: All biological waste will be disposed of in accordance with environmental and health regulations. Gable will work with licensed waste disposal contractors to ensure safe and compliant disposal.

Documentation: All waste disposal activities related to biological hazards will be documented, and records will be kept for monitoring and auditing purposes.

7. Monitoring and Review

To ensure ongoing compliance with health and safety standards, biological hazards will be monitored regularly. Risk assessments will be reviewed and updated based on site conditions, incidents, and emerging guidance.

Gable will also review the effectiveness of its controls and training procedures on an annual basis, ensuring that any new risks are identified and managed proactively.

Cartridge tools

1. Introduction

Cartridge tools, such as nail guns and other tools powered by cartridges or gas cylinders, must be used with care to ensure the safety of all personnel involved. Only trained and competent operatives should use these tools to prevent accidents and ensure proper handling.

2. Use and Training

Training Requirements

Competent Use: Cartridge tools are to be operated only by personnel who have received appropriate training. This ensures that they are familiar with the tool's operation, hazards, and safety measures.

3. Tool Inspection and Maintenance

Pre-Use Inspection

Inspection Requirement: Before each use, tools must be inspected in accordance with the manufacturer's instructions. This includes checking for defects and ensuring that the tool is in a safe, operable condition. Any defects found must be immediately rectified.

Reporting Defects: Any defects or concerns must be reported to the Site Manager as soon as possible for further action.

Servicing and Repairs

Competence Requirement: Cartridge tools must only be repaired or serviced by competent persons. This ensures that tools are safely restored to working order, in compliance with the manufacturer's specifications.

4. Storage and Handling

Safe Storage

Tool, Cartridge, and Gas Cylinder Storage: Tools, cartridges, and gas cylinders must be stored in a suitable, secure container when not in use. This helps prevent accidental discharge and ensures the tools remain in good condition.

Safe Handling of Magazines and Gas Cylinders

Limit on Exposure: Only one magazine or gas cylinder should be outside the storage container at any given time. This limits the risk of accidental discharge or misuse.

Flammable and Explosive Atmospheres

Risk Avoidance: Cartridge tools must not be used in areas where there is a risk of explosive or flammable atmospheres. This includes areas with a high concentration of vapours, gases, or dust that could ignite.

5. Pre-Use Safety Measures

Preparing the Work Area

Safe Area: Before loading or operating a cartridge tool, a safe area must be barred off to prevent unauthorised access. The safe area should be large enough to protect others from inadvertent discharge, and it must be designated as a hearing protection zone.

Personal Protective Equipment (PPE): The following PPE must be worn before using a cartridge tool:

- Goggles (to protect the eyes)
- Ear defenders (for hearing protection)
- Gloves (for hand protection)
- Safety footwear (to protect from falling objects and other hazards)

Tool Setup and Inspection

Correct Cartridge: Ensure that the correct colour-coded cartridge is selected for the specific operation.

Tool Settings: Set the tool correctly, adjusting the pin and piston to match the cartridge being used.

Material Check: Verify that the base material is suitable for the tool, ensuring that the nail will not penetrate completely through the material.

Surface Condition: Ensure that the fixing surface is free from cracks or spalling, which could cause the tool to malfunction.

Misfire Procedure: Familiarise yourself with the misfire procedure and ensure it is understood.

Tool Loading: Load the tool in accordance with the manufacturer's instructions, following all guidelines carefully

.

6. Safe Use of Cartridge Tools

General Usage Precautions

No Aiming at People: Never point a cartridge tool, whether loaded or not, at another person. Always ensure that the tool is directed at the work surface.

Two-Handed Operation: Always hold the tool with both hands, unless it is a single-handed version designed for such use.

No Cocking Against Body: Never cock the tool against your hand or any part of your body.

Correct Angle: The tool must be positioned at a right angle to the material being fixed.

PPE Usage: Ensure that the appropriate PPE is worn at all times during operation.

Access Equipment: When climbing or descending from access equipment, unload the tool to prevent accidents.

No Unattended Tools: Do not leave a loaded cartridge tool unattended. Any live cartridges or gas cylinders should be returned to the safety container as soon as possible after use.

Post-Use Procedures

Unload Tools: After use, always unload the tool and return unspent cartridges or gas cylinders to the safety container.

Storage: Ensure that the tool is returned to its designated storage container to avoid any risk of accidental discharge.

7. Misfire Procedure

In the event of a misfire:

1. Wait and Keep Tool in Place: Keep the tool pressed against the work surface for at least 20 seconds after the misfire.
2. Reattempt Firing: After 20 seconds, pull the trigger again to attempt firing.
3. Second Misfire: If the tool still fails to fire, keep it pressed against the work surface for another 20 seconds.
4. Do Not Retry: After the second 20-second wait, do not attempt to fire the tool again.
5. Advance the Magazine: If the tool still fails to fire, advance the magazine by one cartridge and continue use.
6. Inform Supervisor: Notify the supervisor of the misfire and ensure the magazine is disposed of safely.

8. Emergency Procedures and First Aid

In the event of an accident or injury:

Immediate Action: Ensure that the affected area is made safe. If there is any injury, call for first aid assistance immediately.

Tool Inspection: Stop using the tool and inspect it for any obvious defects. Any tool suspected of malfunctioning should be reported and withdrawn from service for inspection.

Report the Incident: All incidents, no matter how minor, must be reported to the Site Manager for investigation and follow-up action.

9. Compliance and Record Keeping

Record Keeping: All cartridge tool usage, inspections, maintenance, training, and any incidents must be documented and retained in accordance with company

safety protocols. Records will be reviewed regularly to ensure compliance with safety standards.

Legal Compliance: Gable will comply with all relevant health and safety regulations related to cartridge tool use, including The Provision and Use of Work Equipment Regulations 1998 (PUWER) and The Health and Safety at Work Act 1974

Construction Design and Management (CDM)

1. Introduction

The Construction (Design and Management) Regulations 2015 (CDM 2015) aim to improve health, safety, and welfare in the construction industry. They apply to all construction projects, regardless of their size or complexity, and establish a framework for managing risks and protecting those working on or affected by construction activities. Gable is committed to ensuring full compliance with these regulations to foster a safer work environment and minimise risks.

2. Key Roles and Responsibilities under CDM 2015

The Client's Responsibilities

The client is responsible for ensuring that health, safety, and welfare are adequately considered from the project's inception through to completion. The client's duties include:

1. Appointing a Principal Designer and Principal Contractor.
2. Ensuring that a suitable Construction Phase Health and Safety Plan (CPHSP) is in place before work begins.
3. Ensuring that sufficient time and resources are allocated to plan and execute the project safely.
4. Notifying the HSE (Health and Safety Executive) if the construction work exceeds the specified threshold (i.e., more than 30 days or 500 person-days of work).

The Principal Designer's Responsibilities

The Principal Designer is appointed by the client to oversee the design and pre-construction phases and ensure that the design takes health and safety into consideration. Their duties include:

- Identifying and managing any risks arising from design decisions.
- Coordinating health and safety during the design phase and ensuring that relevant health and safety information is passed to the Principal Contractor.
- Liaising with the Principal Contractor to ensure a safe and coordinated approach.
- Providing health and safety information for the Health and Safety File.

The Principal Contractor's Responsibilities

The Principal Contractor manages the construction phase and is responsible for:

- Ensuring that the construction phase Health & Safety Plan is in place, covering health, safety, and welfare arrangements.
- Coordinating activities and ensuring safety compliance by all contractors on site.
- Notifying the HSE using the appropriate forms (e.g., F10) for projects that exceed specified thresholds.
- Ensuring that all contractors and employees follow the Health & Safety Plan, including wearing appropriate PPE and working safely.
- Taking necessary steps to ensure cooperation between all contractors and that all necessary safety measures are implemented on site.
- Ensuring that there are regular health and safety discussions with workers.

The Contractor's Responsibilities

The Contractor, when acting under the direction of the Principal Contractor, is responsible for:

- Complying with the Construction Phase Health & Safety Plan.
- Implementing hazard controls and ensuring all personnel are aware of and follow safe methods of work.

- Following the safe procedures for the design and installation process and ensuring that work is carried out using the correct tools and PPE.
- Reporting any safety issues, near misses, or potential risks to the Principal Contractor immediately.
- Providing relevant information for the Health & Safety File.

3. Gable's Responsibilities as a Principal Contractor

When Gable acts as the Principal Contractor, it assumes the following duties:

Notification to HSE: Notify the HSE of any projects where the construction work is expected to last more than 30 working days or involve more than 500 person-days (i.e., 50 workers working for more than 10 days). Notification is completed via Form F10.

Health & Safety Plan: Develop, implement, and maintain a Construction Phase Health & Safety Plan that outlines how the work will be carried out safely, taking into account any risks associated with the construction process. This should include any information required by the client.

Cooperation between Contractors: Take steps to ensure all contractors are working together safely. This includes:

- Monitoring safety compliance and ensuring that contractors adhere to the Health & Safety Plan.
- Ensuring communication and coordination between all parties involved in the project, including subcontractors and workers on site.

Access Control and Site Management: Ensure only authorised personnel are allowed on site and that proper site access and exit procedures are in place. This includes:

- Displaying necessary notifications on site, including the project's health and safety details.
- Ensuring that contractors and employees are informed of the site rules and regulations.

Health and Safety File: The Principal Contractor is responsible for providing the Health and Safety File, which includes detailed information on the project, health and safety measures, and any design information that may impact ongoing maintenance, repair, or renovation.

Risk Assessments: Where design work is involved, its implications for risk management must be assessed, and any potential hazards must be identified and addressed during the design process.

4. Company Responsibilities as a Contractor

When Gable acts as a Contractor to the Principal Contractor, it will:

Address Requirements of the Health & Safety Plan: On receipt of relevant sections of the Health & Safety Plan from the Principal Contractor, address any associated requirements, including specific hazard controls and safety measures relevant to Gable's work.

Provide Hazard Control Information: Submit details on the specific hazards involved in the work and propose methods to control or mitigate these hazards.

Design and Residual Risk Information: If Gable's work involves any design activities, provide design details and any residual risk information as required by the Principal Contractor.

Cooperation with the Principal Contractor: Work in coordination with the Principal Contractor to ensure safe and efficient execution of the project. This includes adhering to any safety measures, PPE requirements, and safe methods of work.

Safety File Information: Contribute any relevant information for inclusion in the Safety File, including records of work completed and details of any health and safety procedures or risks encountered during the work.

5. Ensuring Ongoing Compliance and Safe Working Practices

Pre-Construction Surveys: Gable will carry out a comprehensive survey of work tasks and the workplace in relation to health and safety. This will include a detailed risk assessment and the preparation of a plan to minimise risks before any work commences.

Subcontractor Involvement: Subcontractors will be required to provide their own safety plans and risk assessments to assist in managing potential high-risk areas, ensuring that all safety measures are in place.

Safety Information Sharing: Safety information relevant to the safe running, maintenance, repair, and renovation of the project will be made available to all contractors and relevant parties throughout the project lifecycle.

Company Vehicles

1. Driver Eligibility and Responsibilities

Authorised Personnel Only: Only employees or contractors who have been authorised are permitted to drive a company vehicle.

Valid Driver's Licence: A valid, appropriate driver's licence is required for all individuals driving company vehicles. A copy of their licence will be retained in their personnel file for record-keeping.

Licence Checks: Gable will perform regular checks of employees' driving licences and driving history to ensure eligibility. This may include checking for any endorsements, suspensions, or disqualifications.

2. Vehicle Maintenance and Condition

Regular Inspections: All company vehicles must be maintained in a roadworthy condition at all times. It is the driver's responsibility to ensure that the vehicle is regularly inspected, cleaned, and kept in good condition.

Reporting Defects: Drivers must check their vehicles for defects before use, including tyres, brakes, lights, and fluid levels. If any issues or faults are identified, the driver must immediately report them to a Director

Vehicle Cleanliness: It is expected that all drivers maintain their vehicles in a clean and tidy state. Drivers should ensure that the interior and exterior of the vehicle are regularly cleaned to prevent any safety hazards and maintain a professional appearance.

3. Legal Compliance and Roadworthiness

Legal Responsibilities: The driver is responsible for ensuring that the vehicle remains legally compliant at all times, including having valid road tax, insurance, and MOT. Any failure to comply with legal requirements is the responsibility of the driver.

Defect Reporting and Rectification: If a vehicle is found to be defective or in need of repair, the driver must report this immediately a Director. The vehicle should not be used until it has been repaired and confirmed to be roadworthy.

4. Accidents and Incidents

Immediate Reporting: Any accident or incident involving a company vehicle, whether or not it results in damage or injury, must be reported immediately to a Director. The report should include full details of the incident, the circumstances surrounding it, and any other relevant information.

Investigation: An investigation into the incident may take place, and the driver may be required to submit a written report. The driver is expected to cooperate fully with any investigation into accidents involving a company vehicle.

5. Substance Abuse

Alcohol and Drug Policy: The consumption of alcohol or drugs prior to or during the course of driving a company vehicle is strictly prohibited. This includes prescription medication that may impair driving ability. Any violation of this policy may result in immediate disciplinary action, including dismissal, in line with Gable's disciplinary procedures.

Zero Tolerance: Gable operates a zero-tolerance policy concerning the use of drugs or alcohol while operating company vehicles. This includes driving under the influence, as well as the possession or use of illegal substances.

6. Smoking Policy

Smoking Prohibited: Smoking is strictly prohibited in all company vehicles. This includes cigarettes, e-cigarettes, and any other tobacco or nicotine products. Any employee found smoking inside a company vehicle will be subject to disciplinary action as outlined in Gable's Disciplinary Procedures.

7. Use of Mobile Phones

Mobile Phone Use: The use of mobile phones while driving a company vehicle is strictly regulated. Employees must not use mobile phones, including

texting, emailing, or browsing the internet, while driving unless a hands-free device is used.

Hands-Free Devices: If the use of a mobile phone is necessary while driving, employees must use a hands-free device. If no hands-free device is available, the driver must pull over safely and park before using the phone.

Disciplinary Action: Any violation of this policy, including using a mobile phone while driving without proper hands-free equipment, may result in disciplinary action.

8. Employee Handbook Reference

Information for Drivers: All employees who drive company vehicles should refer to the Employee Handbook for additional information regarding driving policies, procedures, and safety protocols. The Employee Handbook provides further details on vehicle use, legal compliance, and driver responsibilities, including safe driving practices and accident management.

9. Safety and Risk Mitigation

Driving Standards: All drivers are expected to comply with safe driving practices and adhere to all road traffic laws, including speed limits, seatbelt use, and traffic signs. Driving should be done in a manner that ensures the safety of the driver, passengers, and other road users.

Fatigue Management: Drivers should ensure that they do not drive while fatigued. If a driver feels unfit to drive, they must inform their supervisor immediately and make arrangements for alternative transportation.

Journey Planning: Prior to any long journeys, drivers should plan their routes and schedule adequate breaks to ensure they can drive safely and avoid fatigue.

Confined Spaces

Confined spaces are areas with limited access, restricted movement, or inadequate ventilation, such as tanks, silos, sewers, trenches, or excavation pits. These spaces present serious hazards due to the potential build-up of toxic, flammable, or oxygen-deficient atmospheres that can lead to fatal consequences if not properly managed.

1. Permit to Work System

No employee may enter a confined space without the issuance of a Permit to Work. The permit ensures that the appropriate safety measures are in place, and the work is properly controlled.

Entry to confined spaces will only be authorised once the necessary risk assessments, atmospheric tests, and emergency procedures have been established.

2. Hazardous Atmosphere Monitoring

Confined spaces can contain hazardous atmospheres, including toxic or flammable gases and vapours, as well as oxygen deficiency.

Atmosphere testing must be carried out before entry and at regular intervals during the work. Testing must be performed by a competent person using calibrated and suitable equipment.

The atmosphere must be tested for:

- Oxygen content
- Flammable gases and vapours
- Toxic gases or vapours

3. Pre-Entry Procedures

Before any work in a confined space is undertaken:

- The Site Manager must approve entry.
- Ensure that a comprehensive risk assessment has been conducted.
- A Permit to Work must be issued, detailing control measures, the scope of work, and emergency arrangements.
- Ventilation must be provided to ensure an oxygen-rich atmosphere or prevent the build-up of harmful gases.
- Rescue plans must be developed and communicated to all personnel.

4. Worker Competence and Training

Only personnel who have undergone specific confined space training, in line with Regulation 5 of the Confined Spaces Regulations 1997, will be permitted to enter or supervise work in confined spaces.

The training should cover the identification of confined spaces, hazard awareness, emergency procedures, and the safe use of personal protective equipment (PPE) and rescue equipment.

Supervisors, attendants, and rescue personnel must be trained and have a clear understanding of their roles in emergency situations.

5. Safety and Rescue Equipment

The following equipment must be available and maintained on-site for confined space work:

- 2 safety harnesses, for safe entry and exit.
- Intrinsic safety hand torches or cap lamps for illumination.
- Breathing apparatus (suitable for the environment and task), along with an emergency breathing pack.
- First aid equipment, including resuscitation kits.
- Firefighting equipment, where applicable.
- Audible alarms to summon help in the event of an emergency.
- A two-way communication system, such as radios or phones, must be in place to ensure personnel can call for assistance.

6. Emergency and Rescue Procedures

At least two persons must be present during confined space operations, one of whom must remain outside to monitor and call for emergency assistance if needed.

Rescue procedures must be in place and tested, and personnel involved in rescue operations must have specific training in confined space rescue.

In case of emergency, the rescue team should be able to rapidly access the confined space, and rescue equipment should be readily available.

A buddy system should be in place where operatives working inside a confined space have a designated person outside to monitor their safety.

7. Ongoing Monitoring and Control

Continuous atmospheric monitoring should be conducted where necessary, particularly in cases where work may change the environment inside the confined space (e.g., welding, painting, or using solvents).

A competent person should monitor and adjust the ventilation if required to maintain safe conditions.

Record-keeping: All tests, permits, and safety measures must be recorded and available for review. This includes monitoring data, training records, and rescue plans.

Contract Planning and Risk Assessment

Effective planning and risk assessments are essential for ensuring health and safety across all projects. Gable is committed to identifying, assessing, and managing risks associated with all activities, in line with current legislation and industry best practices.

The goal is to systematically plan projects, identify hazards, and implement control measures to reduce risks to as low as reasonably practicable (ALARP), ensuring the health and safety of employees, contractors, and other stakeholders.

1. Contract Planning and Risk Management

Risk Assessment: Prior to commencing any work, a comprehensive risk assessment must be conducted to identify potential hazards associated with the project. This includes assessing the risks to personnel, the environment, and third parties.

Safe System of Work: Following the risk assessment, a Safe System of Work (SSOW) must be developed, outlining the measures to control identified risks and ensuring that workers understand the procedures.

Legislation Compliance: All risk assessments, methods of work, and control measures must comply with relevant legislation, including the Health and Safety at Work Act 1974, Construction (Design and Management) Regulations 2015 (CDM), and Provision and Use of Work Equipment Regulations (PUWER).

Monitoring and Review: Risk assessments and safety plans should be reviewed regularly and updated in response to any changes on-site, during the project, or due to incidents, accidents, or near-misses.

2. Role of Contractors and Subcontractors

Health and Safety Policies: Contractors must provide a copy of their health and safety policy and demonstrate their commitment to risk management. This includes the appointment of a competent health and safety adviser and ensuring that resources are allocated for safety supervision, equipment, and training.

Competence and Training: Contractors must show that employees involved in the project are adequately trained and competent to carry out their tasks safely, particularly for high-risk operations such as working at height, working with hazardous substances, or in confined spaces.

Subcontractor Coordination: All subcontractors must ensure they adhere to Gable's safety procedures and risk assessments. Their health and safety plans must be submitted and assessed for consistency with the overall project safety plan.

3. Site Supervision and Safe Working Practices

Competent Site Supervision: All site activities must be adequately supervised by personnel with appropriate health and safety training. This includes supervisors with knowledge of the specific hazards involved, including working at height, with hazardous plant, or in confined spaces.

Qualified Supervisors: Supervisors must be adequately trained to recognise unsafe practices, enforce safety protocols, and act in an emergency. They must also have sufficient authority to manage and control the workforce on-site. They must have passes either their SMSTS or SSSTS and have a first aid qualification.

Emergency Preparedness: Supervisors must ensure that emergency procedures are in place and that adequate first aid cover is available.

4. Specific High-Risk Tasks and Control Measures

High-Risk Activities: Tasks involving high-risk activities (such as work at height, use of hazardous substances, or entry into confined spaces) must only be performed by individuals who are specifically trained for those tasks.

Permit to Work: For certain high-risk activities (e.g., working in confined spaces or hot works), a Permit to Work system must be in place. This ensures that all necessary precautions, such as risk assessments, emergency procedures, and supervision, are in place before work commences.

5. Communication and Coordination

Coordination with the Principal Contractor: When working on a construction project, Gable will coordinate with the principal contractor to ensure compliance with the Construction (Design and Management) Regulations 2015 (CDM). This includes sharing risk assessments, safety information, and ensuring the safety plan is aligned with the project's overall health and safety strategy.

Ongoing Communication: Throughout the project, regular communication between the site team, supervisors, and contractors is essential to ensure that health and safety protocols are being followed and any risks are identified and addressed promptly.

Site Meetings: Regular site meetings will be held to review the progress of the work, discuss any emerging risks, and ensure all personnel are informed of safety updates.

6. Health and Safety File and Documentation

Documentation: All risk assessments, method statements, and safety procedures must be recorded and maintained for review. These documents will form part of the project's Health and Safety File, which must be handed over to the client upon project completion.

Review and Feedback: A post-project review should take place to assess the effectiveness of the health and safety arrangements, including any issues that arose and how they were addressed. This review helps identify lessons learned for future projects.

7. Continuous Improvement

Incident Reporting and Investigation: All incidents, accidents, and near-misses must be reported immediately. A thorough investigation will be conducted to identify root causes and implement corrective actions to prevent reoccurrence.

Health and Safety Performance: Gable will continually monitor its health and safety performance, setting clear objectives and targets. This performance will be reviewed periodically to ensure compliance with safety standards and legislation

Consultation with Employees.

In line with the Health and Safety at Work Act 1974 and The Safety Representatives and Safety Committees Regulations 1977, Gable will ensure that employees are consulted regularly on matters of health, safety, and welfare, and that their feedback is valued and acted upon where necessary.

1. Regular Meetings and Health and Safety Reviews

Health and Safety Meetings: Gable holds regular meetings with site supervisors and operatives to review health and safety performance, discuss any issues that may have arisen, and evaluate site conditions. These meetings are integral to ensuring continuous improvement and to address any concerns from staff.

Supervisors are encouraged to pass on constructive views from the workforce, and any suggestions for improvement in safety practices are welcomed.

The meeting agenda will include health and safety, environmental considerations, quality assurance, and work status reviews.

Reporting and Feedback: Minutes and reports from these meetings will be circulated to all staff members. This ensures that all employees are kept informed about the discussions, actions, and resolutions taken during meetings.

Feedback from the workforce is vital in maintaining and improving safety practices, and employees are encouraged to express any concerns or suggestions.

2. Open Communication Channels

Open Door Policy: Gable encourages an open-door policy across all levels, making it easy for operatives to discuss health, safety, and environmental concerns with their supervisors, line managers, or any other trusted individual within Gable.

Employees are encouraged to raise any health and safety issues they encounter, and supervisors are expected to act promptly to address these concerns.

Toolbox Talks and Briefings: Regular toolbox talks and briefings are conducted by Contracts Managers, Site Managers and Site Supervisors on a range of health, safety, and environmental topics. These sessions provide opportunities for employees to ask questions, give feedback, and engage in the continuous improvement of safety procedures.

3. Dissemination of Information

Health, Safety, and Environmental Communications: Information regarding health, safety, and environmental matters will be communicated to all employees through various methods, including:

- Memorandums and emails.
- Management meeting minutes.
- Safety consultant newsletters and safety bulletins (e.g., CIRAS, Network Rail Safety Bulletins).
- Subscription-based news updates.

This ensures that all employees, regardless of their position, are informed about any developments, safety initiatives, or important updates.

4. Consultation with Non-English-Speaking Employees

Gable acknowledges that employees who do not speak or understand English may face challenges in understanding safety information, which can increase the risk of accidents or injuries. To mitigate these risks and ensure that non-English speaking employees can work safely, the following procedures will be implemented:

Risk Assessments: All tasks will be assessed for risks, including the specific challenges posed by non-English speaking employees. This assessment will determine any necessary adjustments to ensure their safety.

The tasks assigned to non-English speaking employees may be restricted to low-risk activities until their understanding of safety procedures is confirmed.

Training and Inductions: Non-English-speaking employees will receive additional support during training and induction processes, including:

- Extended time to ensure all safety instructions and procedures are clearly communicated and understood.
- Practical demonstrations and visual aids to supplement verbal and written instructions.
- Use of translated materials where necessary to ensure complete understanding.

Supervision: Non-English-speaking employees will not be left to work alone. They will be grouped with a supervisor or foreman who is able to communicate both in English and in the employee's native language, where possible.

Supervisors and foremen will ensure that the safety requirements of all workers are understood and followed, providing guidance as necessary.

Signage and Visual Aids: To further assist non-English speaking employees, additional signage and visual instructions will be used in the workplace to highlight key safety information, procedures, and hazard warnings.

Feedback and Concerns: Non-English-speaking employees will be informed about how and where they can raise health and safety concerns, report issues, and ask questions. These concerns will be treated with the same level of seriousness as those raised by English-speaking employees.

5. Employee Involvement and Continuous Improvement

Engagement with Employees: Gable values the input of its employees in improving health and safety. Employees will be encouraged to provide suggestions for enhancing safety practices, raising concerns, and offering feedback on existing procedures.

Regular feedback from operatives will be sought, and employees will be involved in discussions on how safety can be further improved.

Review of Safety Performance: Health and safety performance will be reviewed regularly, and employees will be consulted on any changes or updates to safety procedures or equipment. Their input will guide the ongoing development of health and safety policies and practices.

Action on Feedback: All feedback, concerns, and suggestions from employees will be taken seriously and acted upon where feasible. Employees will be informed of the outcomes of their feedback and any changes made as a result.

Control of Substances Hazardous to Health (COSHH)

Gable is committed to ensuring the health and safety of its employees and protecting the environment by controlling substances that may be hazardous to health or the environment. This policy complies with the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Health and Safety at Work Act 1974, and other relevant legislation, ensuring safe working practices for all employees when dealing with hazardous substances.

1. Definition of Hazardous Substances:

Substances hazardous to health include:

Toxic, harmful, corrosive, or irritant substances: Materials that can cause harm when inhaled, ingested, or absorbed through the skin.

Dusts and fumes: Materials that may not be hazardous in their raw form but produce hazardous particles, dusts, or fumes when worked on, such as:

- Dust created when cutting or scabbling solid concrete.
- Fumes produced when welding metals, which can contain harmful compounds like manganese and chromium.

Micro-organisms: This includes pathogens that can be found in contaminated environments, such as Leptospirosis (Weil's Disease), which is contracted from exposure to contaminated water or rat urine.

2. Employer Duties under COSHH Regulations:

In line with the Control of Substances Hazardous to Health Regulations (COSHH) 2002, Gable will ensure:

Risk Assessment: A risk assessment will be conducted to identify and assess potential health and environmental risks associated with the substances used in work activities (see Appendix 3). The risks will be reviewed periodically and whenever there are changes in processes or substances used.

Control Measures: Appropriate measures will be introduced to prevent or control exposure to hazardous substances. The hierarchy of controls will be followed, and may include:

1. Elimination: Remove the hazardous substance or material from the process altogether.
2. Substitution: Replace a hazardous substance with a less hazardous one.
3. Engineering Controls: Control the process to reduce emissions or isolate the substance.
4. Enclosure: Use physical barriers or enclosed systems to prevent exposure.
5. Ventilation: Install adequate local exhaust ventilation (LEV) or general ventilation to remove harmful airborne substances.
6. Personal Protective Equipment (PPE): Use PPE, such as respiratory protection, gloves, and protective clothing, where other controls are not practicable.

The elimination of hazardous substances is the first priority, while PPE will be considered only if other control measures cannot fully mitigate the risks.

Control Measure Monitoring: The effectiveness of control measures will be monitored regularly, and exposure levels will be measured where necessary. This includes carrying out health checks for employees exposed to harmful substances, in line with current best practice and regulatory requirements.

Employee Training and Instruction: Employees will be informed, instructed, and trained on the risks associated with hazardous substances and the control measures in place. This training will ensure employees understand the importance of following the procedures and using the necessary PPE.

3. Employee Duties under COSHH Regulations:

Employees are expected to actively contribute to the safe use of hazardous substances. Their duties include:

Use of Control Measures: Employees must use all control measures provided, including engineering controls, safe work practices, and PPE, as outlined in the risk assessments and procedures.

Use of PPE: Employees must wear the provided personal protective equipment and ensure it is used correctly for each task. PPE should be checked regularly for defects.

Reporting Defects: Employees are required to report any defects in control measures or PPE to the site manager or supervisor without delay.

Compliance with Safety Procedures: Employees must comply with all health and safety instructions, including following procedures for storing and maintaining PPE.

Personal Hygiene: Employees should remove contaminated PPE before eating, drinking, or smoking to prevent ingestion of hazardous substances.

Cooperation: Employees are expected to cooperate with management and colleagues to ensure the effective implementation of control measures.

4. Site Supervisor Responsibilities:

The Site Supervisor plays a crucial role in ensuring that all health and safety measures are followed on-site:

Familiarisation with COSHH Procedures: The Site Supervisor must be familiar with the COSHH Manual and Gable's risk assessments to ensure safe working practices are adhered to.

Control of Hazardous Substances: No hazardous substance may be used on-site without prior risk assessment. The Site Supervisor is responsible for ensuring that the assessment is carried out and that the findings are communicated and followed.

Guidance and Monitoring: The Site Supervisor must ensure that employees, including contractors, follow the safety guidelines specified in the risk assessments and safety instructions.

External Products: Ensure that any products or materials used by contractors do not present a health risk to other employees.

For additional guidance, the appointed Safety Manager should be contacted.

5. Specific Considerations for Welding and Other High-Risk Activities:

Welding and other tasks that generate fumes or dust present specific hazards that must be managed carefully:

Welding Fumes: Welding, particularly of metals such as mild steel, stainless steel, or aluminium, can generate fumes containing toxic gases, including manganese, chromium, nickel, and ozone. In line with current regulations (HSE Welding Fume Guidance 2019), welding areas must have adequate local exhaust ventilation (LEV) to capture fumes at the source.

Monitoring Exposure: Airborne exposure levels to hazardous substances, including welding fumes, must be monitored regularly to ensure compliance with the Workplace Exposure Limits (WELs) set by the HSE.

Health Surveillance: Employees involved in tasks such as welding should undergo periodic health checks to detect early signs of respiratory or other related health issues. These health checks should include lung function tests and monitoring for symptoms of occupational diseases such as metal fume fever.

Risk Assessment for Specific Activities: Detailed risk assessments will be carried out for high-risk activities, such as welding, to determine the appropriate safety measures, including the use of respiratory protective equipment (RPE) and other control methods.

6. Record Keeping and Review:

Documentation: All risk assessments, training records, monitoring results, and health surveillance data must be documented and kept up to date. These records will be reviewed regularly as part of Gable's ongoing safety management procedures.

Periodic Review: The COSHH policy and risk assessments will be reviewed periodically, or whenever there are significant changes to the substances used or the work processes. Any changes in legislation or best practice will also prompt a review to ensure continued compliance.

Cranes

Hazards Associated with Cranes:

The use of mobile cranes involves several hazards, which, if not properly managed, can lead to serious accidents or fatalities. These hazards include:

Unsuitable Foundation: Cranes require a stable and level surface for safe operation. An unstable foundation or weak ground can cause the crane to tip over during lifting operations.

Incorrect Positioning: Incorrect placement of the crane can affect its stability, particularly in relation to the load being lifted and proximity to hazards.

Unsafe Methods of Erection, Alteration, or Dismantling: Any unsafe practices during crane setup, alteration, or dismantling can result in failure of the crane or associated equipment.

Wrong Selection of Crane or Lifting Gear: Using equipment that is not suited for the specific load or lifting operation can lead to accidents, particularly if the load exceeds the crane's capacity.

Poor Maintenance, Examination, and Testing: Cranes must undergo regular inspections and maintenance to ensure they are in safe working order. Neglecting this can lead to mechanical failure or accidents.

Use of Defective Equipment: Defective cranes, lifting gear, or accessories can cause serious accidents. Regular inspection and maintenance are essential to identify faults before they become hazardous.

Unsafe Slinging: Incorrect slinging methods or failure to secure the load properly can cause the load to slip or become unstable during lifting.

Insecure Load: Loads must be adequately secured before lifting. Failure to do so can result in load shifting or dropping.

Sharp Edges Not Protected: Exposed sharp edges on lifting gear, slings, or the load itself can pose a risk of injury to personnel.

Incorrect Signal: Miscommunication during crane operations, especially regarding lifting signals, can lead to dangerous incidents. A competent signal person (banksman) is required for all lifting operations.

Overhead Power Lines: Cranes operating near or under overhead power lines are at risk of electrical contact. A safe working distance from power lines must always be maintained.

Untrained Operators and Personnel: Only personnel who are trained, competent, and authorised should operate cranes or assist in lifting operations. Failure to properly train operators and banksmen increases the risk of accidents.

Control Measures and Precautions

Before any crane operation commences, it is essential to implement a series of checks and precautions to ensure safety and compliance with health and safety regulations, including the Provision and Use of Work Equipment Regulations (PUWER) and the Lifting Operations and Lifting Equipment Regulations (LOLER).

Selecting or Hiring a Crane

Before hiring or selecting a crane for a job, the following factors must be taken into account:

Weight of the Load: Ensure the crane selected has the appropriate lifting capacity for the load to be lifted, including the slings, block, and any other lifting gear.

Radius of the Lifting Operation: Consider the radius within which the crane will be working. Ensure the crane can operate within this radius and is capable of handling the expected loads at the required distances.

Height of the Lift: Consider the height at which the load will be lifted. Ensure the crane can handle the load at the

required height, including any potential height restrictions on the site (e.g., overhead power lines).

Height Restrictions: Check for any overhead hazards, such as power lines or nearby structures, that could obstruct the crane's lifting operation.

Position of the Crane: The crane's position should be assessed based on the ground conditions and proximity to hazards such as railway tracks, excavations, or other structures that may pose a risk to the crane's stability.

Statutory Documentation: The crane hire company must provide all relevant statutory documents, including Thorough Examination Reports, maintenance records, and Safe Load Indicator certifications, prior to crane operation.

Pre-Start Checks

Before commencing any crane operation, the following checks should be performed:

Check Documentation: Ensure that the crane has undergone its 12-month thorough examination and that regular weekly inspections have been carried out as required by the manufacturer and the relevant regulations.

Check Competency of the Driver: The crane driver must hold a valid Construction Skills Certification Scheme (CSCS) card or similar approved certificate, demonstrating competency in operating the specific type of crane.

Age of Operator: The crane operator must be over 18 years of age, as specified by health and safety regulations.

Confirm Crane Type: Ensure the crane provided is the correct type as specified in the hire agreement and is fit for the intended lifting operation.

Check Safe Load Indicator: Verify that the crane is fitted with a Safe Load Indicator (SLI), which is mandatory for cranes with a Safe Working Load (SWL) of more than 1 tonne. The SLI must be checked for functionality.

Check the Right Cam and Radius Plate: Ensure that the crane has been fitted with the appropriate cam and radius plate to match the lifting operation and load requirements.

Check Lifting Gear: Ensure the lifting gear (slings, hooks, chains, etc.) is suitable for the task and has been thoroughly examined within the last 6 months.

Check Method Statement and Risk Assessment: A method statement and risk assessment for the entire lifting operation, including any unloading of the crane, must be in place and communicated to all relevant personnel.

Site Checks

Once the crane arrives on site, the following checks must be carried out:

Ground Conditions: Ensure the ground is level, stable, and able to support the weight of the crane and the load. If necessary, use mats or other support materials under the crane's outriggers.

Height Restrictions: Check for overhead hazards such as power lines or structures that may obstruct the crane's operation.

Clearance for Slewing: Ensure there is a minimum slewing clearance of 600mm or sufficient space to prevent obstruction during the crane's movement.

Outrigger Extension and Support: Check that the outriggers are fully extended and securely supported. If half-rigged duties are acceptable, ensure all outriggers are extended equally.

Safe Load Indicator: Confirm that the safe load indicator is working properly before starting any lifting operation.

Lifting Loads Vertically: Ensure that all loads are lifted vertically to avoid swinging or instability.

Trained Banksman / Slinger: A trained banksman (signaller) and slinger should be available to guide the crane operator during the operation. They must be easily identifiable by wearing high-visibility clothing and a different coloured helmet.

Protective Clothing and Equipment: Ensure that all personnel involved in the operation are wearing the necessary protective clothing and equipment, including safety helmets, high-visibility vests, gloves, and steel-toe boots.

Lifting Persons: If cranes are used for lifting or lowering personnel, they must be equipped with power lowering and a fully automatic braking system. The personnel cage must be specifically designed for lifting people, at least 910mm deep, and fitted with a safety harness attachment. The cage must also be secured to prevent spinning or tipping.

Protecting Slings from Sharp Edges: Ensure that suitable packing is provided to protect slings from sharp edges on the load to prevent damage and slippage.

Contractors and Hired Plant Operators

All contractors and hired plant operators must comply with the precautions outlined in this section to ensure the safe operation of cranes and lifting equipment. Compliance with these procedures is essential for the health and safety of all personnel involved in lifting operations, as well as to meet legal requirements set out under the Health and Safety at Work Act and LOLER.

Demolition

Demolition work involves significant risks, and as such, it must be planned, controlled, and executed in accordance with applicable legislation and best practice guidelines to ensure the safety of workers, the public, and surrounding properties.

1. Pre-Demolition Survey:

Before any demolition work commences, a comprehensive survey must be conducted to assess the following:

Structure of the Building: Identify the materials used in the original construction, including any potentially hazardous materials such as asbestos, lead, or other substances harmful to health.

Condition of Adjoining Properties: Assess the structural integrity and stability of adjacent buildings or structures to prevent damage during demolition.

Services and Utilities: Identify and document the location of all existing services (electricity, gas, water, drainage, etc.), and ensure their safe disconnection before demolition begins.

Hazardous Substances: Identify any hazardous substances, including asbestos, lead, and contamination from previous processes (e.g., chemicals, oils, or residues). This will involve the use of appropriate sampling and testing methods.

The findings of the pre-demolition survey must inform the method statement and risk assessments. If hazardous materials are identified, specific control measures, including safe disposal methods, will be implemented to mitigate exposure risks.

2. Selection of Demolition Contractors:

The preferred choice for demolition contractors is one who is a member of the National Federation of Demolition Contractors (NFDC), as they will be held to high industry standards and have a proven track record of safety and compliance.

All contractors must demonstrate:

- Competence in handling demolition work.
- Adequate resources to safely manage the demolition process.
- A history of adhering to health, safety, and environmental regulations.

3. Method Statement:

A job-specific Method Statement must be developed and approved before any demolition work begins. The method statement must address the following:

Duration and Programme of Demolition: Provide a clear timeline for the demolition process, outlining key milestones, deadlines, and the expected duration of each phase.

Demolition Sequence and Methodology: Clearly define the sequence of demolition or dismantling, including:

- Safe access for personnel.
- Required working platforms and scaffolding.
- Temporary support structures.
- Types of machinery and equipment to be used.

Protection of Personnel and Public: Detail the arrangements for:

- Protecting workers from falling debris, noise, dust, and other hazards.
- Establishing exclusion zones around the site to prevent unauthorized access.
- Implementing traffic management systems where necessary to protect the public.

Disconnection of Services: Outline the procedures for safely isolating and removing gas, electricity, water, drainage, and any other services before demolition work begins. This will include coordination with utility companies.

Identification of Hazardous Substances: Describe the methods for identifying, handling, and disposing of any hazardous substances (e.g., asbestos, lead, flammable materials) found during the pre-demolition survey. The statement should also include:

- Protective equipment required for working with hazardous materials.
- Waste disposal methods, including disposal sites for hazardous waste.

Temporary Services: Detail any temporary services (e.g., water, power) required by the contractor during the demolition process.

Disposal of Demolition Debris: Describe the methods for the safe and environmentally responsible disposal of demolition waste, ensuring compliance with relevant waste management legislation.

Site Supervision: Identify the competent person who will supervise the demolition activities, ensuring adherence to the method statement and managing day-to-day operations.

4. Site Controls and Monitoring:

To ensure compliance with the method statement and health and safety regulations, the nominated manager will be responsible for:

- Monitoring the progress of demolition work and ensuring it is carried out according to the method statement.
- Ensuring that all workers are properly trained and equipped with necessary personal protective equipment (PPE).
- Implementing daily site inspections to monitor safety conditions and correct any unsafe practices immediately.
- Ensuring all emergency procedures, such as fire or structural collapse protocols, are in place and that workers are trained on these procedures.

The nominated manager will also:

- Keep a record of any changes to the method statement and communicate these changes to all personnel on-site.
- Ensure the method statement is reviewed and updated regularly, particularly if unexpected hazards are encountered during demolition.

5. Risk Assessment and Safe Systems of Work:

Before beginning any demolition activity, a comprehensive risk assessment must be carried out, considering factors such as:

- The potential structural risks (collapse, falling materials).
- Environmental risks (dust, noise, vibration).
- The presence of hazardous substances (e.g., asbestos, lead).
- The safety of personnel and the public.

A safe system of work must be implemented, detailing the procedures and control measures in place to manage the identified risks. This includes the provision of safe access and egress, proper PPE, and the implementation of effective emergency response procedures. The projects contracts manager is responsible for ensuring suitability and implementation of all processes.

6. Training and Competency:

All personnel involved in demolition work must receive training in the following:

- The safe handling of demolition equipment.
- The identification and management of hazardous materials (e.g., asbestos).
- Emergency procedures, including first aid and evacuation.
- The use of appropriate PPE.

In addition, supervisors must be trained in managing high-risk activities, including fall prevention, structural integrity, and emergency response.

7. Health and Safety Inspections:

Regular health and safety inspections will be conducted throughout the demolition project, focusing on:

- Compliance with the method statement and risk assessments.
- The condition and adequacy of machinery and equipment.
- The effectiveness of protective measures and the proper use of PPE.
- Monitoring of noise, dust, and vibration levels to ensure they are within legal limits.

8. Environmental Considerations:

Gable is committed to minimising the environmental impact of demolition work. As part of the demolition process:

- Dust suppression techniques (e.g., water spraying) will be used to minimise air contamination.
- Noise reduction methods will be employed to protect the surrounding community.
- All demolition waste will be sorted and recycled wherever possible to reduce landfill usage and comply with environmental regulations.

Display Screen Equipment

Employees are to be provided with a safe and comfortable working environment. Gable is committed to meeting the statutory requirements and ensuring the health, safety, and well-being of all employees, particularly those with disabilities or specific health concerns related to DSE use.

1. Workstation Design and Layout:

Workstations for employees using Display Screen Equipment must meet the following standards:

Adequate Freedom of Movement: The workstation should allow sufficient space for the user to move comfortably

Ergonomics: The workstation layout must be designed to allow the user to operate all controls and equipment without risk to their health or safety.

Consideration for Disabilities: Special attention must be given to the needs of employees with disabilities.

Workstations should be adaptable to accommodate any reasonable adjustments that may be required for such employees.

2. Requirements for DSE Work:

The Health and Safety (Display Screen Equipment) Regulations 1992 set out minimum requirements for employees using DSE. These include:

- Furniture: Adjustable chairs and desks that allow for proper posture and comfort.
- Lighting: Adequate and adjustable lighting, with glare reduction measures to prevent eye strain.
- Environment: A clean, well-organised, and ergonomically designed working space that promotes safety and efficiency.

3. Potential Health Risks:

Prolonged use of Display Screen Equipment can lead to a variety of health issues, including:

- Eye Strain
- Back and Neck Problems:
- Repetitive Strain Injuries

To reduce these risks, Gable encourages employees to adopt the following best practices

4. Recommended Practices for DSE Users:

Employees who use DSE should follow these recommendations to maintain their health and well-being:

Correct Chair Height and Support: Ensure that the chair is at the correct height and provides adequate lumbar support to maintain a neutral back position.

Positioning and Movement: Avoid remaining in the same position for extended periods. Take regular breaks (at least 5-10 minutes every hour) to stretch, walk, or change posture.

Stretching and Movement: Avoid repeated stretching movements, which can strain muscles. Try to maintain a relaxed, neutral position while working.

Screen Quality: Ensure that the screen image is clear and that individual characters are legible. Adjust the screen resolution and font size if necessary.

Eyewear: Employees who wear glasses for reading or screen use should ensure that they are wearing them when using the DSE.

Brightness and Glare: Adjust the screen brightness to suit the lighting conditions of the room. Position the screen to avoid reflections or glare from overhead lighting or windows.

Screen Cleaning: Clean the screen regularly to remove dust, grime, and smudges to ensure a clear view and prevent unnecessary eye strain.

5. Assessment and Monitoring of Workstations:

Gable will carry out regular assessments of workstations to ensure they comply with the Health & Safety (Display Screen Equipment) Regulations. These assessments will identify any risks related to workstation design, posture, or equipment, and corrective action will be taken where necessary.

6. Eye Tests and Health Checks:

In compliance with the regulations, Gable will provide eye tests for employees who use DSE. Gable will cover the cost of eye tests for employees who:

- Use DSE regularly as part of their work.
- Experience eye strain, headaches, or other symptoms that they believe may be related to their DSE use.

Employees who are concerned about their eyesight are encouraged to request an eye test. If any issues are identified, the results of the eye test will determine whether further action, such as prescription glasses for DSE use, is necessary.

Gable will also take action to address any specific health concerns identified through the eye tests, including adjustments to workstations, provision of equipment, or ergonomic training.

7. Training and Awareness:

To ensure that employees are aware of the risks associated with DSE use and how to prevent them, Gable will provide:

DSE Training: All employees who use DSE will receive training on the correct use of display screen equipment, including ergonomic practices and the importance of taking regular breaks.

Health and Safety Guidance: Information on how to set up a workstation, posture tips, and the need for regular movement will be provided via internal communication channels and displayed in relevant areas.

8. Ongoing Monitoring and Improvement:

Gable is committed to ensuring that DSE use does not adversely affect employees' health. Regular monitoring will be carried out to assess compliance with the policy, including:

- Surveys and feedback from employees regarding workstation comfort and health.
- Review of incident reports related to DSE usage, such as complaints of eye strain, musculoskeletal pain, or other health issues.

Any necessary improvements to the workstation environment, training, or health monitoring processes will be made to ensure ongoing compliance with health and safety standards.

Diversity and Inclusion in Safety Practices

Gable is committed to fostering a workplace culture where diversity, equity, and inclusion (DEI) are embedded into all aspects of our operations, including our health and safety practices. Recognising and respecting the diverse backgrounds, abilities, and perspectives of all employees is crucial to ensuring a safe and supportive environment.

To promote diversity and inclusion in all health and safety procedures and practices. ensuring that all workers, including those from underrepresented or vulnerable groups, have equal access to safety information, training, and protective measures. Our aim is to create a workplace that is free from discrimination, where everyone feels valued, respected, and empowered to raise concerns about safety.

1. Commitment to Inclusion in Safety Practices

Equitable Safety Training: We provide accessible health and safety training tailored to the needs of all employees, ensuring that it is delivered in a way that is inclusive of all abilities, languages, and learning styles.

Inclusive Risk Assessments: Risk assessments will be conducted to ensure that all safety measures account for the diverse needs of the workforce, including those with physical or mental disabilities, non-native speakers, and employees from different cultural backgrounds.

2. Supporting Employees from Diverse Backgrounds

Cultural Sensitivity in Safety Practices: Safety practices will be adapted to acknowledge and respect the cultural practices, beliefs, and values of our workforce. This includes considering religious observances when scheduling safety drills, breaks, and events.

Disability Accessibility: We are committed to ensuring that all employees, including those with physical or mental disabilities, have equal access to a safe working environment.

Linguistic Inclusion: We will ensure that all non-English-speaking employees are provided with the tools and support necessary to understand and follow safety protocols.

3. Employee Participation and Empowerment

Encouraging Diverse Input: We actively encourage all employees to participate in safety consultations, risk assessments, and feedback sessions, particularly employees from diverse backgrounds who may have unique insights into potential safety risks or improvements.

Supportive Reporting Mechanisms: Employees will have access to confidential reporting channels where they can report safety concerns related to diversity and inclusion without fear of discrimination. This includes concerns related to harassment, unfair treatment, or any barriers to accessing necessary safety measures.

4. Regular Review and Improvement

Ongoing Assessment of Safety Practices: We will continuously review and improve our safety practices to ensure they are inclusive and meet the evolving needs of our diverse workforce.

Monitoring and Reporting: We will monitor diversity and inclusion within our safety practices, including tracking the effectiveness of safety training and reporting mechanisms, and identifying any patterns of inequality or exclusion. Reports will be reviewed by senior management to assess progress and make necessary improvements.

5. Accountability and Compliance

Legal Compliance: We are committed to complying with all relevant equality, diversity, and anti-discrimination legislation, as well as health and safety regulations. This includes adhering to the Equality Act 2010 and other

laws designed to protect employees from discrimination and ensure equitable access to health and safety measures.

Zero Tolerance for Discrimination: Any form of discrimination, harassment, or exclusion based on race, gender, age, disability, sexual orientation, religion, or any other protected characteristic will not be tolerated. Employees found to be engaging in discriminatory practices related to health and safety will face disciplinary action.

Driving

Driving on public roads is an inherent part of many employees' roles. However, it also presents significant risks, including the possibility of accidents and injuries. Gable is committed to reducing these risks and ensuring that employees who drive for work purposes do so in a safe and responsible manner.

1. Managing Driving Risks:

To mitigate the risks associated with driving, Gable has identified the following key factors that need to be considered before and during each journey:

Fatigue Management: Long driving hours can lead to fatigue, which significantly increases the likelihood of accidents. Drivers must take regular breaks to stay alert and avoid fatigue-related risks.

Vehicle Familiarity: Drivers should ensure they are familiar with the vehicle they are operating, including any specific controls or features that may differ from their usual vehicle.

Mobile Phone Use: The use of mobile phones while driving is strictly prohibited unless a hands-free kit is used. Drivers must not engage in any activity that may distract them from driving.

2. Breaks and Fatigue Management:

To reduce the risk of accidents caused by fatigue, Gable mandates that:

Breaks: Drivers must take a 15 to 30-minute break every 2 to 3 hours of driving. During this time, they should leave the vehicle and engage in some physical activity to help alleviate fatigue.

Resting During Long Journeys: For journeys exceeding 4 hours, drivers must plan their route to include regular breaks and, if necessary, overnight accommodation if continuing the journey after a full workday.

3. Personal Safety and Journey Preparation:

Before starting a journey, employees should take the following steps to reduce the risk of accidents and enhance their safety:

Allow Ample Time: Drivers should ensure they allow sufficient time to account for delays, traffic, or adverse weather conditions. Rushing to meet deadlines increases the likelihood of unsafe driving.

Route Planning: Plan the route ahead of time to avoid unexpected detours or delays. Ensure the chosen route is safe and appropriate for the vehicle being driven.

Vehicle Familiarisation: Before driving a hire car or unfamiliar vehicle, employees must familiarise themselves with essential controls such as mirrors, seating adjustments, radio, and heating/cooling systems to ensure they are comfortable and safe to operate.

Secure the Vehicle: Loose objects in the footwell can be dangerous and distracting. Ensure that the vehicle is cleared of any items that could cause a hazard.

Weather Conditions: If possible, reschedule journeys to avoid driving in severe weather conditions. If driving in bad weather is unavoidable, ensure that the vehicle is equipped with the necessary tools (e.g., de-icer, wipers, etc.), and drive at reduced speeds.

Avoid Driving While Tired: Never drive if feeling fatigued or drowsy. Take appropriate breaks, and if tiredness becomes an issue, consider resting or rescheduling the journey.

Communication: If delays are likely, notify the relevant parties (e.g., office or client) ahead of time to reduce pressure on the driver.

4. Security Concerns:

To ensure the personal safety and security of drivers, the following practices should be observed:

Lock Doors in Traffic: Drivers should keep the doors locked and windows closed when in slow-moving or stationary traffic to prevent theft or unwanted attention.

Vehicle Security: Always lock the car when leaving it, even if only for a short period. Never leave valuables visible in the vehicle.

Refuel Regularly: To avoid running out of fuel in isolated areas, drivers should fill up their vehicles regularly, particularly during long journeys.

Safe Stops: If a driver needs to use a map, mobile phone, or paperwork, they should pull over in a safe location to avoid distractions while driving.

Avoid Picking Up Strangers: For personal safety reasons, drivers should never pick up hitchhikers or offer lifts to strangers.

Dealing with Aggressive Drivers: If another driver is behaving aggressively or intimidatingly, do not engage with them. Avoid eye contact, lock the doors, and keep the windows closed.

5. Driving and Working Hours:

To protect employees from the risks associated with excessive driving:

Avoid Extensive Journeys After a Full Workday: Employees should not undertake long journeys after working a full day. This increases fatigue and risk of accidents.

Overnight Accommodation for Long Journeys: If the journey requires extensive travel and a full workday, overnight accommodation must be arranged to ensure the driver is well-rested before continuing.

6. Monitoring and Compliance:

To ensure this policy is being adhered to, Gable will:

Monitor Driving Hours and Breaks: Regular checks will be conducted to ensure that drivers are taking appropriate breaks and not exceeding recommended driving hours.

Driver Assessments: Drivers will be assessed to ensure they are fit to drive, particularly after long or stressful work periods.

Vehicle Maintenance: Regular checks and maintenance of vehicles used for work will be carried out to ensure their safety and reliability. This is in the form of servicing and MOT's

7. Parking and Traffic Violations

Employees are expected to comply with all traffic laws and parking regulations while driving for company business. Any parking fines, speeding tickets, or other traffic violations incurred while driving remain the responsibility of the employee who committed the infraction. Gable will not cover or reimburse any fees, fines, or penalties associated with parking or traffic violations. Employees are personally liable for any costs resulting from non-compliance with local and national traffic laws and regulations.

Drones and Unmanned Arial Vehicles

As drones and Unmanned Aerial Vehicles (UAVs) become increasingly valuable for various tasks such as site surveys, inspections, and data collection, it is essential to ensure their safe and responsible use. This policy outlines the necessary safety protocols, legal compliance, and operational guidelines for the use of UAVs within Gable to protect employees, contractors, the public, and property from potential hazards associated with UAV operations.

1. Purpose

The purpose of this policy is to provide a framework for the safe operation of drones and UAVs. This includes compliance with UK Civil Aviation Authority (CAA) regulations, risk management practices, and company guidelines designed to prevent accidents, manage risks, and ensure UAV use supports safe work practices.

2. Scope

This policy applies to all employees, contractors, and third parties who operate or assist with drone and UAV operations for company-related activities. It covers all phases of UAV use, including planning, launch, flight, landing, and post-flight analysis.

3. Legal Compliance and Regulations

Registration: All drones and UAVs operated by Gable must be registered with the CAA under the current UK UAV registration requirements. Pilots must have a valid flyer ID, and Gable must hold an operator ID.

Operational Boundaries: All UAV operations will adhere to the restrictions set by the CAA, including altitude limits, no-fly zones, and minimum distance from people, vehicles, buildings, and any unauthorised personnel. Permissions must be obtained for any flights within controlled or restricted airspace.

4. Operational Guidelines and Safety Procedures

Pre-Flight Preparations

Risk Assessment: Before each flight, a risk assessment must be completed to evaluate potential hazards, assess environmental conditions, and determine appropriate controls. Considerations will include weather, flight zone hazards, and potential obstacles.

Site Survey: The site must be surveyed to assess environmental factors, potential risks, and layout. This includes checking for overhead power lines, trees, wildlife, restricted airspace, and populated areas. The survey will determine a safe take-off, flight, and landing area.

Pre-Flight Checklist: A thorough pre-flight inspection of the UAV must be conducted to ensure all components are operational. The checklist will include checks for battery level, camera functionality, GPS connectivity, and structural integrity.

Flight Operations

Maintaining Visual Line of Sight (VLOS): UAVs must be operated within the pilot's direct line of sight to ensure full awareness of obstacles, hazards, and other airspace users.

Weather Conditions: UAV flights are permitted only in suitable weather conditions. Operations should be suspended in high winds, rain, or any other adverse weather that could compromise control and stability.

Safe Altitudes and Distance: Flights must not exceed 120 meters (400 feet) in altitude and must maintain a minimum distance of 50 meters from people, vehicles, and buildings unless granted special permission.

Collision Avoidance: Pilots must be aware of other UAVs, aircraft, and obstacles and avoid any interaction or collision. UAVs should not be flown near manned aircraft or in restricted airspace without prior authorisation.

Emergency Procedures

Loss of Signal: In case of signal loss, UAVs should be equipped with a Return-to-Home (RTH) function or alternative procedure to safely land or return to the take-off point. Operators must be trained to handle signal loss and emergency return protocols.

Emergency Landing: Operators must be prepared to perform an emergency landing in case of unexpected equipment failure or adverse environmental conditions.

Incident Reporting: All incidents, including near-misses, collisions, or unauthorised access to the flight zone, must be reported immediately to the designated safety officer. A report will be completed to document the incident and review potential safety improvements.

Post-Flight Procedures

Data Security: Following flights, all collected data will be securely stored and managed following company data protection and security policies. Sensitive information, especially relating to site layouts, will be handled in compliance with data protection legislation.

Post-Flight Inspections: After landing, a post-flight inspection should be conducted to check for any damage to the UAV, with particular attention to rotors, cameras, and battery components.

5. Privacy and Data Protection

Respect for Privacy: UAV operations must respect the privacy rights of individuals. Avoid capturing images or data from private property without consent. Operators will avoid flying overpopulated areas unless absolutely necessary for the task at hand.

Data Handling: All data collected by UAVs, including images and footage, will be handled in line with the General Data Protection Regulation (GDPR) and company data handling policies.

6. Responsibilities and Accountability

Management: Management is responsible for ensuring compliance with this policy, facilitating the necessary training, providing equipment, and maintaining records of UAV operations and incidents.

UAV Operators: Operators are responsible for following all safety protocols, maintaining the UAV in operational condition, conducting pre-flight and post-flight checks, and reporting any issues or incidents.

Safety Officer: The Safety Officer will oversee UAV operations, review risk assessments, conduct regular safety audits, investigate incidents, and recommend improvements to UAV policies and procedures.

7. Compliance and Disciplinary Action

Compliance with this policy is mandatory. Failure to adhere to these guidelines may result in disciplinary action, up to and including termination of employment, depending on the severity of the breach.

Edge Protection Systems

Edge protection systems are critical in ensuring the safety of employees working at height, especially on roofs, scaffolds, and any elevated platforms where there is a risk of falling. The Health and Safety at Work Act 1974, along with the Work at Height Regulations 2005, mandates that proper edge protection systems must be in place when workers are exposed to the risk of falling from height. These systems are designed to prevent falls and ensure that all workers are safeguarded from injury when working near edges or open sides of structures.

Gable is committed to providing a safe working environment by ensuring that effective edge protection systems are in place and properly maintained for any work at height. The aim is to eliminate the risk of falls or injuries from edges through the use of suitable barriers, guardrails, or other fall prevention equipment.

1. Key Elements of Edge Protection Systems:

Regulatory Compliance:

Work at Height Regulations 2005: Require that employers assess and control the risks associated with working at height, including the use of edge protection where workers are at risk of falling.

The Provision and Use of Work Equipment Regulations 1998 (PUWER): Stipulate that edge protection systems must be properly maintained and fit for the intended use.

Health and Safety at Work Act 1974: The overarching legislation ensuring the employer's responsibility to protect employees' health, safety, and welfare, including ensuring the appropriate edge protection is in place.

2. Types of Edge Protection Systems:

Guardrails: Must be installed along open edges and must be at least 950mm high with a mid-rail positioned halfway between the top and working surface. The edge protection should prevent workers from falling off the edge and from falling objects.

Toe Boards: Should be installed at the base of guardrails to prevent tools or materials from falling.

Safety Nets: In some instances, safety nets may be used as a form of edge protection, especially when guardrails are not feasible or if they are supplementary protection.

Temporary Barriers: These can include barriers, hoardings, or other structures to prevent access to hazardous areas during work.

3. Pre-Work Considerations:

Risk Assessment: A full risk assessment must be conducted before work begins to determine the need for edge protection based on the type of work, the height, and the presence of any hazards.

Planning for Safe Access and Egress: Ensure safe and clear access and egress for workers. Edge protection systems must not obstruct access or create additional risks when entering or exiting the work area.

Materials and Design: Edge protection must be made from durable, non-corrosive materials capable of withstanding expected loads (e.g., workers, equipment, weather conditions). If using scaffolding or temporary structures, it must be designed and erected by competent personnel.

4. Installation and Maintenance:

Qualified Personnel: Only competent personnel should install or modify edge protection systems. This includes those with training in the relevant regulations, standards, and the specific requirements for edge protection in the work context.

Inspection and Maintenance: Edge protection systems must be regularly inspected to ensure their integrity. Inspections should occur before work begins, during work, and periodically throughout the project. Any

defects should be reported immediately and corrected before work continues.

Weather Considerations: Edge protection should be checked for stability in adverse weather conditions (e.g., high winds) and removed or secured where necessary.

5. Worker Competence and Training:

All workers must be trained on the importance of edge protection and the proper use of equipment. Specific training should be provided for those working at height, including:

- Identification of hazards related to working near unprotected edges.
- Understanding how to safely use fall protection equipment (e.g., harnesses, lifelines).
- Reporting defective edge protection or unsafe working conditions.

6. Personal Protective Equipment (PPE):

Fall Arrest Systems: Where edge protection is not feasible, or as additional protection, workers should be provided with appropriate fall arrest systems, such as safety harnesses, lanyards, and fall arrest blocks.

Head Protection: Hard hats must be worn where there is a risk of falling objects.

Footwear: Workers should wear slip-resistant footwear to prevent falls due to slippery surfaces.

7. Emergency Procedures:

Rescue Plans: Where workers are exposed to the risk of falling, a suitable emergency rescue plan must be in place. This includes ensuring that personnel are trained in rescue procedures if a fall occurs, and that suitable equipment is available for rapid response.

First Aid: In case of an accident or fall, adequate first-aid provision must be in place, and emergency contact numbers must be easily accessible.

8. Documentation and Record-Keeping:

Detailed records should be kept of risk assessments, inspections, maintenance schedules, and any incidents involving edge protection systems. These records are essential for compliance and continuous improvement.

Responsibilities:

Employer:

- To ensure that adequate edge protection systems are provided, maintained, and regularly inspected.
- To ensure compliance with all relevant regulations.
- To ensure that all workers receive appropriate training and supervision.

Site Supervisor/Manager:

- To ensure edge protection systems are installed, maintained, and inspected regularly.
- To ensure the workforce follows the safe working procedures related to edge protection.
- To coordinate training and ensure proper PPE is provided to workers.

Employees:

- To follow safe working practices and report any defects or issues with edge protection systems.
- To wear appropriate PPE when required and to use edge protection systems correctly.

Electrical Installations and Equipment

The Electricity at Work Regulations 1989 (EAWR) place duties on employers, employees, and contractors to ensure the safety of electrical systems, installations, and equipment in the workplace. This procedure outlines the necessary precautions to comply with the regulations and minimise the risks associated with electrical hazards, such as electric shock, fire, and injuries from trailing cables.

Gable is committed to ensuring the health and safety of all personnel through the proper management and maintenance of electrical systems and equipment. All work must comply with the Electricity at Work Regulations 1989, the latest edition of the IET Wiring Regulations, and other relevant standards.

1. General Electrical Safety:

Compliance with Regulations: All electrical installations, systems, and equipment must comply with the Electricity at Work Regulations 1989 and the latest edition of the IET Regulations These regulations are designed to ensure the safe installation, operation, and maintenance of electrical systems.

Qualified Personnel: No person other than a qualified electrician will be permitted to undertake electrical work on installations. A qualified electrician must be able to demonstrate relevant competency and hold appropriate certifications.

Work on Live Equipment: No work shall be carried out on live electrical equipment unless absolutely necessary, and proper risk assessments, safety measures, and permits-to-work are in place.

2. Portable Equipment Safety:

Voltage Limitations: Portable electrical equipment, hand tools, and temporary lighting on construction sites shall, where practicable, be operated at a voltage not exceeding 110 volts. This reduces the risk of electric shock when using equipment in potentially damp or wet conditions.

Generators: Only 110v portable generators shall be used on construction sites to power electrical tools and equipment. Generators should be placed in a safe, secure location to avoid damage and electrical hazards.

Cable Management: Cables should be routed properly and protected from damage. They must be placed in such a way that they do not present tripping hazards or cause damage to the insulation. Use cable protectors where necessary.

3. Electrical Installations and Equipment Maintenance:

Permanent Installations: The electrical wiring and other permanent electrical fittings in Gable's buildings will be inspected and tested:

Upon Completion: After the installation of a new electrical system or significant alteration, a comprehensive inspection and test must be conducted by a competent electrician.

Periodic Inspections: A full inspection and testing will occur every five years thereafter to ensure that all installations are safe and up to current standards. A certificate of inspection will be kept in the Safety File for the building.

Competency: Only competent electricians will be allowed to carry out alterations, repairs, or maintenance work on fixed electrical installations and equipment. They must ensure that their work is performed in line with the IET Wiring Regulations.

4. Portable Appliance Testing (PAT):

Routine Inspection and Testing: To prevent electrical accidents and maintain a high standard of electrical safety, routine inspections, testing, and preventative maintenance are essential. Gable conducts regular Portable Appliance Testing (PAT) on all electrical

appliances, including hand tools, laptops, and other portable equipment.

Testing Schedule: The testing frequency and schedule will vary based on the type of equipment and its usage. A logbook of all inspections and tests will be maintained, and all appliances will be marked with the test date and the date of the next inspection.

Tagging of Appliances: All portable electrical equipment will be tagged with an identification label indicating the test date and next due date for inspection.

Subcontractors and Hired Equipment: Subcontractors and equipment hirers are required to provide similar inspection and testing records for the equipment they supply or are responsible for on-site. This ensures the safety of all electrical equipment used on company premises.

Inspection by Competent Personnel: Only a competent electrician will carry out inspections and testing of electrical appliances. Any appliance found to be faulty or non-compliant must be taken out of use immediately and rectified before being returned to service.

5. Safe Work Practices:

Safe Isolation: Where electrical work is necessary, appropriate lock-off and tagging-out procedures must be followed to ensure the system is safely isolated and cannot be inadvertently energised during work.

Personal Protective Equipment (PPE): Workers must wear appropriate PPE when working with or near electrical installations, including insulated gloves, dielectric boots, and safety glasses if necessary.

Electrical Safety Training: All employees involved in electrical work or exposed to electrical hazards should undergo relevant training on electrical safety. Regular refresher training should also be conducted to ensure continued awareness of safe working practices.

6. Emergency Procedures:

First Aid: In the event of an electrical accident, Gable will ensure that trained first aiders are available on-site. It is crucial that any electrical shock incidents are treated immediately, including administering CPR if necessary and calling emergency services.

Electrical Fires: Electrical fires require a specific fire extinguisher type (e.g., CO2 or powder extinguishers). Employees must be trained on the proper type of extinguisher to use in an electrical emergency. No water should ever be used to extinguish electrical fires.

7. Documentation and Record Keeping:

Safety Files and Certification: All electrical inspections, tests, and any maintenance or alterations to electrical installations must be documented. A copy of the relevant certifications and test reports should be kept in the Safety File for each location.

Risk Assessments and Method Statements: Before starting any electrical work, a risk assessment and method statement should be prepared. This must include details of the work to be done, the potential hazards, and the control measures to be implemented.

PORTABLE APPLIANCE TESTING PERIODICITY

Equipment / Application	Voltage	User Check	Formal Visual Inspection	Combined Inspection and Test
CONSTRUCTION SITES				
Battery operated power tools and torches	Less than 20Volts	NO	NO	NO
Portable hand lamps (confined spaces or damp situations)	25 Volt secondary winding from transformer	NO	NO	NO
Portable hand lamps	50 Volts secondary winding centre tapped to earth	NO	NO	ANNUALLY
Portable handheld tools, extension leads, site lighting, movable wiring systems and associated switch gear	110 Volts secondary winding centre tapped to earth	WEEKLY	MONTHLY	BEFORE FIRST USE AND THEN 3 MONTHLY
Portable and handheld tools, extension leads, flood lighting	240 Volts mains supply through 30mA RCD	DAILY/EVERY SHIFT	WEEKLY	BEFORE FIRST USE AND THEN MONTHLY
Fixed (non-movable) equipment	240 Volts via supply fuses or MCBs	WEEKLY	MONTHLY	BEFORE FIRST USE AND THEN 3 MONTHLY
Residual Current Devices (RCD)	DAILY/EVERY SHIFT	WEEKLY		NO
Equipment in Site Offices	240 Volts	MONTHLY	SIX MONTHLY	BEFORE FIRST USE AND THEN ANNUALLY
OFFICES AND OTHER LOW RISK ENVIRONMENTS				
PCs and VDU equipment	240 Volts	NO	ANNUALLY	2 ANNUALY (DOUBLE INSULATED NO)

Photocopiers, fax machines etc	240 Volts	NO	ANNUALLY	2 ANNUALY (HARD WIRED OR DOUBLE INSULATED NO)
Handheld double insulated equipment	240 Volts	BEFORE USE	ANNUALLY	NO
Earthed equipment	240 Volts	BEFORE USE	NO	BEFORE FIRST USE AND THEN ANNUALLY
Plugs, power leads and extension leads	240 Volts	BEFORE USE	ANNUALLY	BEFORE FIRST USE AND THEN ANNUALLY

Emergency Procedures

This outlines the procedures to be followed in the event of an emergency, both on construction sites and within the office premises. The aim is to ensure the safety of all personnel by providing clear, effective actions to be taken during an emergency.

1. Emergency Procedures on Construction Sites:

Alarm System:

A means of raising the alarm will be available on all construction sites. The alarm system will be clearly identified, and operatives will be trained in how to raise the alarm during the induction process.

Alarm Sound and Action: The sound of the alarm, the procedure to raise it, and the appropriate actions to take during an emergency will be communicated to all operatives during their site induction training. This ensures that everyone on site knows how to respond swiftly and effectively to emergencies.

Responsibilities of Site Manager:

The Site Manager or their deputy will be responsible for:

- Raising the alarm when an emergency occurs.
- Calling the emergency services if necessary and providing them with the relevant information, including details about any unaccounted persons or hazards.
- Coordinating the evacuation of all site personnel to ensure everyone is safely accounted for.

Emergency Evacuation:

In the event of an emergency, all personnel must cease work immediately and follow the evacuation plan.

Personnel should leave the site through the nearest safe exit and proceed to the designated assembly point.

Evacuations should be orderly, and personnel should not stop to collect personal belongings during the evacuation process.

Supervisors should ensure everyone is evacuated and accounted for.

2. Emergency Procedures in Office Premises:

Raising the Alarm:

The alarm will be raised by shouting "FIRE, FIRE, FIRE" loudly to ensure the message is clearly communicated to all personnel within the building.

Immediate Action: Any person discovering a fire must raise the alarm without delay. They should only attempt to tackle the fire if it is small, and they are trained in the use of fire-fighting appliances. In such cases, they should take every precaution to ensure their own safety.

Evacuation Procedures:

Upon hearing the alarm, all personnel must:

- Evacuate the building immediately via the nearest safe exit.
- Proceed directly to the assembly point. Personnel should not stop to gather belongings or valuables.

Receptionist's Role:

Upon hearing the fire alarm, the Receptionist will:

- Notify the emergency services if it is safe to do so. This should be done immediately following the alarm to provide the emergency services with the necessary information.
- Report to the person in charge once they have exited the building, informing them that the emergency services have been contacted.

Accountability:

Upon evacuating, all personnel must report to the designated assembly point where the person in charge will perform a headcount.

The person in charge must be informed of anyone who is missing or unaccounted for.

Special Considerations:

Employees with special needs or mobility impairments should be assigned a designated assistant to ensure they are safely evacuated.

First aid teams should be available at the assembly point to provide immediate assistance if necessary.

3. General Emergency Procedures:

Emergency Services Notification:

In all emergency situations, the emergency services must be contacted promptly by the appropriate individual (either the Site Manager or the Receptionist, depending on the location of the emergency).

Information provided should include:

- Nature of the emergency (fire, injury, hazard, etc.)
- Exact location of the emergency
- Number of unaccounted personnel, if applicable.

Fire Safety:

Fire exits must always be clearly marked and free from obstruction.

Fire drills will be carried out regularly to ensure that all personnel are familiar with the evacuation routes and procedures.

First Aid and Medical Assistance:

First aid kits are available at all designated assembly points, and designated first aiders should be available on-site to provide initial assistance during an emergency.

In the event of an injury or health emergency, the injured person must be attended to immediately, and the emergency services should be contacted.

4. Review and Training:

Training: All employees will receive appropriate training on emergency procedures as part of their induction training and periodic refreshers to ensure continued awareness.

Drills: Regular emergency evacuation drills will be conducted to ensure all employees are familiar with the evacuation routes, alarm systems, and assembly points.

This policy will be reviewed regularly to ensure it remains up to date with relevant regulations and best practices, and any changes will be communicated to all staff.

Environmental Protection and Pollution Control

This policy outlines the measures and procedures designed to ensure that Gable complies with relevant environmental laws and regulations and minimises the impact of its operations on the environment. It sets out the responsibilities of employees and contractors in reducing environmental harm, preventing pollution, and promoting sustainable practices across all operations.

1. Legal and Regulatory Compliance

Gable is committed to complying with all relevant environmental legislation, including but not limited to:

- The Environmental Protection Act 1990
- The Environmental Permitting (England and Wales) Regulations 2016
- The Control of Pollution Act 1974
- The Hazardous Waste Regulations 2005
- Waste Electrical and Electronic Equipment (WEEE) Regulations

Gable will ensure that all activities are planned, implemented, and monitored in compliance with these regulations and any other environmental legislation that may apply.

2. Pollution Control Measures

Air Pollution

To prevent air pollution, Gable will implement the following controls:

Dust Management: Where dust generation is likely, appropriate control measures will be put in place, such as water sprays or dust extraction systems.

Vehicle Emissions: All company vehicles will be maintained to ensure compliance with emission standards. Vehicles should be regularly serviced and maintained, with particular attention to emissions controls.

Fumes and Vapours: Activities that generate fumes (e.g. welding, cutting) will be monitored and controlled to reduce emissions. Local exhaust ventilation systems or fume extractors will be used where appropriate.

Water Pollution

To minimise water pollution, the following actions will be taken:

Effluent and Wastewater Control: Wastewater and effluents generated by activities must be treated and disposed of in accordance with local water discharge regulations.

Spill Prevention and Response: Proper containment and spill response procedures will be in place for handling hazardous liquids, oils, and chemicals. Employees will be trained to handle spills swiftly to prevent water contamination.

Soil and Land Pollution

To prevent land contamination:

Waste Management: Waste must be segregated, stored, and disposed of in accordance with waste disposal regulations. Hazardous materials must be stored in appropriate containers and handled with care to avoid leaks and spills.

Chemical and Hazardous Material Management: Gable will ensure that all chemicals, oils, and hazardous materials are stored securely in designated areas, with secondary containment, where necessary, to prevent leaks into the soil.

3. Waste Management and Recycling

Waste Minimisation

Gable will adopt measures to reduce waste generation, including:

Optimising Resource Use: Reducing the consumption of raw materials and packaging by optimising processes and reusing materials where possible.

Segregation of Waste: Waste will be sorted at source into categories such as general waste, recyclable materials, hazardous waste, and electronic waste.

Waste Disposal

All waste disposals will be carried out in compliance with the Waste Management Hierarchy (reduce, reuse, recycle, recover, dispose).

Licensed Waste Contractors: Waste disposal and recycling will be carried out by licensed contractors with appropriate permits to handle hazardous waste.

Tracking and Documentation: Waste movements will be documented, and records will be kept for all waste that leaves the site.

Recycling

Gable will promote recycling by:

Recycling Programs: Setting up recycling stations for paper, plastic, and other recyclable materials in the workplace.

Awareness and Training: Educating employees on the importance of recycling and Gable's recycling program.

4. Environmental Impact Assessment

Environmental Risk Assessment

Before commencing any project or operation, an environmental risk assessment (ERA) will be conducted to identify potential environmental impacts and the measures needed to mitigate them. This assessment will consider:

- Air, water, and soil pollution risks
- Waste management and disposal practices
- Energy use and emissions
- Noise, vibration, and light pollution

Monitoring and Auditing

Ongoing monitoring will be carried out to ensure compliance with the environmental risk assessment and any relevant environmental regulations:

Regular environmental audits will be conducted to assess adherence to this policy and identify opportunities for improvement.

Key performance indicators (KPIs) will be established to track progress towards environmental sustainability goals.

5. Energy and Resource Management

Energy Use

To reduce energy consumption:

Gable will aim to use energy-efficient equipment and lighting where possible.

Renewable Energy: Gable will explore opportunities for sourcing renewable energy, such as solar or wind power, where feasible.

Energy Awareness: Employees will be encouraged to reduce energy usage, for example, by turning off lights, equipment, and heating when not in use.

Water Conservation

To reduce water consumption:

Gable will implement water-saving technologies, such as low-flow taps and water-efficient appliances.

Water Usage Monitoring: Consumption will be regularly monitored to identify opportunities for further reductions in water use.

6. Employee and Contractor Responsibilities

Employee Training

All employees will receive regular training on environmental protection practices, including:

- Waste management
- Spill response

- Energy and water conservation
- Environmental legislation and regulations

Contractors and Suppliers

All contractors and suppliers must adhere to Gable's environmental policies and standards. Gable will ensure that:

- Contractors use environmentally friendly practices and materials.
- Subcontractors follow the same waste management and pollution control practices as outlined in this policy.

7. Continuous Improvement

Gable is committed to continuous improvement in environmental performance. This includes:

- Regular review of environmental objectives and targets.
- Setting goals to further reduce environmental impact, including carbon footprint reduction.
- Implementing new technologies and practices that reduce environmental harm.

Fatigue Management

This policy aims to reduce the risk of fatigue-related incidents and health problems within the workplace by identifying the causes and symptoms of fatigue and establishing measures to manage and mitigate its effects. Gable is committed to ensuring the health, safety, and well-being of all employees by fostering a supportive working environment that minimises the risks associated with fatigue.

1. Understanding Fatigue

Fatigue is a state of physical or mental exhaustion that can impair an individual's ability to perform tasks effectively and safely. It can be caused by various factors, including:

- Long working hours
- Irregular or insufficient rest periods
- Inadequate sleep
- Repetitive tasks
- Physical and mental stress
- Shift work or extended shifts
- Underlying health conditions

Fatigue can significantly impair concentration, decision-making, coordination, and reaction times, increasing the risk of accidents, injuries, and mistakes.

2. Responsibilities

Employer Responsibilities:

Gable is committed to managing fatigue by:

- Identifying the risks of fatigue in the workplace.
- Implementing measures to mitigate the risks associated with fatigue.
- Providing appropriate resources, including time for rest breaks, to allow employees to recover.
- Ensuring all employees are trained to recognise the signs and symptoms of fatigue.
- Monitoring working hours, rest periods, and shift patterns to prevent excessive fatigue.
- Encouraging an open culture where employees can report fatigue-related concerns without fear of repercussions.

Employee Responsibilities:

Employees are responsible for:

- Recognising the signs and symptoms of fatigue in themselves and colleagues.
- Taking regular breaks as outlined in company procedures.
- Following appropriate rest schedules and not exceeding recommended working hours.
- Reporting any instances of fatigue to their supervisor or manager.

- Seeking help if they are feeling too fatigued to work safely.
- Maintaining a healthy lifestyle to manage sleep and reduce stress.

3. Risk Assessment and Monitoring

Gable will conduct a Risk Assessment for all tasks, particularly those that require high levels of concentration or physical effort. The assessment will identify:

- Roles and activities that are at higher risk of fatigue.
- Work patterns and shift schedules that could contribute to fatigue.
- Environmental factors (e.g., temperature, lighting) that could exacerbate fatigue.
- Potential consequences of fatigue (e.g., accidents, mistakes).

Monitoring will be done on an ongoing basis to identify areas where fatigue risks could be mitigated. Regular reviews will be conducted to evaluate the effectiveness of fatigue management strategies.

4. Managing Fatigue Risks

Work Scheduling and Shift Patterns

Maximum Working Hours: Gable will adhere to legal limits on working hours and ensure employees are not routinely working excessive hours.

Shift Rotations: Shift work should be designed to allow employees adequate recovery time between shifts, avoiding rotating shifts in a direction that disrupts natural circadian rhythms.

Breaks: Employees will be provided with regular breaks, particularly for tasks that are mentally or physically demanding. Breaks will be scheduled in accordance with working hours to reduce fatigue.

Overtime: Overtime will be avoided whenever possible. If overtime is necessary, it will be limited to prevent employees from exceeding the recommended working hours.

Rest Periods

Employees will be given adequate time for rest and sleep between shifts to recover from fatigue.

Adequate breaks (e.g., 15-minute breaks every 2 hours for long shifts) will be provided for those engaged in physically demanding or repetitive tasks.

Work Environment

The workplace will be arranged to minimise environmental factors that contribute to fatigue, such as poor lighting, inadequate temperature control, or high noise levels.

Employees will have access to comfortable seating, proper ergonomics, and work tools that reduce physical strain and fatigue.

5. Training and Education

Gable will provide training on fatigue management for all employees and supervisors. This will include:

Recognition of fatigue symptoms: Identifying early warning signs of fatigue in themselves and colleagues.

Strategies for managing fatigue: How to manage sleep, nutrition, and stress to reduce the risk of fatigue.

Reporting procedures: Encouraging employees to report fatigue and seek assistance without fear of judgment.

Supervisors and managers will receive specific training to:

- Monitor and manage workloads effectively.
- Recognise fatigue-related issues in team members.
- Provide guidance on managing break schedules and shift patterns.

6. Managing Fatigue in High-Risk Environments

Certain tasks and roles pose higher risks of fatigue, particularly those involving long hours, shift work, or repetitive tasks. Gable will implement additional measures for managing fatigue in these high-risk environments, such as:

Increased rest breaks: More frequent and longer breaks during particularly strenuous or monotonous tasks.

Limiting shift lengths: Ensuring that no employee works excessive hours without sufficient recovery.

Job rotation: Alternating tasks to prevent workers from becoming fatigued due to repetitive work.

Health surveillance: Offering employees regular health assessments to monitor conditions that may exacerbate fatigue.

7. Reporting and Support

Employees are encouraged to report concerns about fatigue to their line manager or a designated point of contact. Gable will provide support through:

Fatigue Risk Reporting: An accessible system for employees to report fatigue and discuss the potential risks associated with it.

Employee Assistance Programs (EAP): Offering support to employees struggling with the effects of fatigue, including stress, sleep disorders, or mental health challenges.

Fire Precautions

The purpose is to ensure that effective fire safety measures are in place to protect employees, contractors, visitors, and property from the risks associated with fire. This policy establishes procedures and responsibilities for fire safety, ensuring a safe working environment through prevention, preparation, and prompt response in the event of a fire.

1. Responsibilities

All employees are required to follow safe systems of work to ensure adequate fire precautions are in place. Specific responsibilities include:

Managers and Supervisors: Ensure fire safety measures are implemented and adhered to by employees.

Employees: Follow fire safety procedures, report hazards, and participate in fire drills and training.

Health and Safety Officer: Ensure compliance with fire safety regulations and conduct regular fire risk assessments.

2. Fire Fighting Equipment

Adequate fire fighting equipment will be provided in all workplaces, including:

- Fire extinguishers (appropriate for the types of fire risks present)
- alarms

Firefighting equipment will be regularly checked and maintained to ensure it is in good working condition.

The location of fire fighting equipment will be clearly indicated and accessible at all times.

3. Fire Safety on Other Employers' Premises

When working on premises under the control of another employer, the following fire safety requirements must be met:

All employees and contractors must be made aware of the host employer's fire arrangements, evacuation procedures, and emergency contact information this will form part of the onsite induction.

Employees must comply with all fire safety instructions given by the host employer, including the use of fire exits and assembly points unless otherwise agreed.

In the event of a fire emergency on the premises of another employer, employees must immediately follow the host employer's procedures for evacuation and fire response.

4. Storage and Use of Flammable Materials

Highly flammable liquids or materials must be stored and used in compliance with relevant risk assessments and fire safety regulations.

Flammable materials must be stored in designated, well-ventilated areas, away from heat sources, and in appropriate containers to minimise the risk of fire.

Where necessary, fireproof cabinets and storage containers must be used to store highly flammable liquids and chemicals.

Appropriate signage must be used to indicate the presence of flammable materials.

5. Waste and Material Storage

All waste and stored materials should be managed in a way that does not present a fire hazard.

Waste must be removed from work areas regularly to prevent accumulation and reduce the risk of fire.

Materials must not be stored in such a way that they block fire exits, hinder access to firefighting equipment, or contribute to the spread of fire.

Combustible materials must be kept away from ignition sources, and storage areas should be regularly inspected for fire hazards.

6. Fire Exits and Escape Routes

All fire exits must be clearly marked, easily accessible, and kept free of obstructions at all times.

Fire exit doors must not be locked, blocked, or obstructed by any materials or equipment.

Fire exit routes must be clear, well-lit, and provide an easy escape for all personnel in case of an emergency.

Fire drills must be conducted regularly to ensure employees are familiar with the evacuation routes and procedures atleast biannually on site and every 2 years in the office.

7. Fire Risk Assessment

A formal fire risk assessment will be conducted for all premises, covering the identification of fire hazards, the likelihood of fire, and the measures required to prevent and mitigate fire risks.

The fire risk assessment will be reviewed regularly, especially when there are changes in the workplace that could affect fire safety (e.g., changes to the layout, new equipment, or introduction of new processes).

Control measures and recommendations arising from the fire risk assessment must be implemented promptly.

8. Smoking Policy

Strict adherence to "no smoking" signs is required in all areas where smoking is prohibited.

Designated smoking areas must be provided, and employees must only smoke in these designated locations.

Smoking materials, such as cigarettes and matches, must be disposed of safely in fireproof containers.

Employees found violating the no smoking policy will be subject to disciplinary action.

9. Training and Drills

Employees will receive regular fire safety training as part of their induction and as part of ongoing safety training.

Fire drills will be conducted at regular intervals to ensure all personnel are familiar with fire evacuation procedures and can respond swiftly in the event of an emergency.

Fire safety training will include:

- Recognising fire hazards
- Correct use of fire fighting equipment
- Procedures for raising the alarm and evacuating safely
- Identifying and reporting fire risks

10. Emergency Response

In the event of a fire or other emergency:

Employees must raise the alarm immediately by activating the nearest fire alarm or notifying others.

Only attempt to tackle a fire if it is small and it is safe to do so, using the appropriate fire fighting equipment. Never put yourself at risk.

All employees must evacuate the building using the nearest safe exit and proceed to the designated assembly point.

Supervisors must ensure that everyone has evacuated and account for all personnel.

The Site Manager or designated emergency contact will inform the emergency services and provide them with the necessary information, including the location of the fire, any missing persons, and any hazards present on site.

First Aid

This policy outlines the requirements for providing adequate first aid facilities and trained personnel to ensure that employees receive appropriate care in the event of an injury or medical emergency. It complies with the Health and Safety (First Aid) Regulations and ensures that all necessary first aid equipment and training are available on-site.

1. Responsibilities

Gable is responsible for ensuring that first aid facilities and personnel are provided in accordance with the Health and Safety (First Aid) Regulations. The responsibilities include:

Employers: Provide suitable first aid provisions based on the number of employees, the nature of the work, and associated risks.

First Aiders: Administer first aid when required and ensure first aid equipment is maintained and accessible.

Employees: Familiarise themselves with first aid provisions and inform the first aider or supervisor if they require assistance or notice any gaps in first aid supplies.

2. Appointment of First Aiders

Each site must have at least one designated first aider who holds a valid First Aid at Work certificate, issued by an organisation approved by the Health and Safety Executive (HSE).

Where only one first aider is appointed, an additional person must be designated to take charge in the absence of the first aider. This individual will also be responsible for ensuring the first aid equipment is properly maintained and accessible during the first aider's absence.

The backup person must complete Emergency First Aid training, and their training should be kept up to date.

3. First Aid Equipment and Facilities

First Aid Kits

Each first aider must have access to a fully stocked first aid kit. The kit must be clearly marked with a white cross on a green background and contain the following:

- A general guidance card outlining basic first aid procedures.
- Individually wrapped sterile adhesive dressings (plasters) in various sizes.
- Sterile eye pads, with attachments for securing them.
- Sterile triangular bandages and dressings, as well as non-sterile triangular bandages.
- Safety pins for securing bandages.
- A selection of sterile, individually wrapped, unmedicated wound dressings.

Additional Provisions

- Soap, water, and disposable drying materials must be available for cleaning wounds.
- Sterile water (minimum 300ml) in sealed disposable containers must be available for eye irrigation when mains tap water is not readily available. These must be replaced after the seal is broken and should not be reused. A minimum of 900ml of sterile water must be available.
- First aid kits and emergency medical equipment should be checked regularly and replenished after use.

Restrictions on First Aid Equipment

Under no circumstances should the first aid kit contain or the first aider administer medications such as paracetamol, ibuprofen, or any other drugs.

4. First Aid Training

All designated first aiders must have up-to-date certification in First Aid at Work, obtained from a recognised training provider approved by the HSE.

Backup first aiders must receive Emergency First Aid training, which provides basic life-saving skills and first aid procedures in emergency situations.

First aid training will be refreshed and updated as required, ensuring that first aiders maintain their qualifications and knowledge.

5. First Aid for Special Circumstances

For sites with specific risks (e. additional first aid provisions may be required, such as:

- Specific equipment for chemical spills or burns.
- Training in the use of automated external defibrillators (AED) where applicable.

6. Reporting and Record Keeping

Accident Records: Any incidents requiring first aid must be recorded in the Accident Book or on form F.5.1.2. This includes the nature of the injury, the treatment provided, and any follow-up actions required.

Monitoring: The first aid provisions (including personnel, training, and equipment) will be regularly reviewed to ensure they meet the needs of the site and comply with legal requirements.

Review and Inspection: The first aid kit and equipment will be checked at least quarterly to ensure they remain fully stocked, in-date, and compliant with safety standards.

7. Emergency Procedures

In the event of a serious injury or medical emergency, the following steps should be followed:

- The first aider should be immediately notified.
- If the injury requires urgent medical attention beyond the capabilities of the first aider, emergency services must be contacted without delay.
- The site manager or supervisor will ensure that the emergency services are informed and that all relevant details (e.g., site location, nature of the injury) are communicated.
- First aiders and designated personnel should remain with the injured person until emergency services arrive.

Forklifts and Telehandlers

The use of forklift trucks and telehandlers on-site and in the yard, presents significant risks, which must be managed in compliance with the Provision and Use of Work Equipment Regulations (PUWER) and the Lifting Operations and Lifting Equipment Regulations (LOLER). To minimise hazards associated with these machines, strict safety protocols and compliance with legislation are essential.

Key Hazards

Primary hazards associated with the use of forklifts and telehandlers include:

- Untrained or inexperienced operators
- Poor or inconsistent maintenance
- Overloading of the vehicle or lifting equipment
- Insecure or improperly balanced loads
- Operating on uneven or unsuitable ground
- Reversing in areas with limited visibility
- Speeding or reckless driving
- Poor site conditions, such as obstructions, narrow pathways, or inadequate lighting
- Carrying passengers, which is strictly prohibited
- Man-riding on forks without an approved, purpose-built safety cage

Operator Requirements

All operators of forklifts and telehandlers must:

Be over 18 years of age, hold a valid driver's license, and be fully trained and certified in accordance with approved training standards (such as the CPCS, NPORS, or RTITB).

Complete refresher training as required by current health and safety standards to maintain skills and awareness.

Undergo site-specific induction training and risk assessment before operating the machine.

Inspection and Maintenance

Regular inspection and maintenance of forklifts and telehandlers are essential to comply with PUWER and LOLER, and to prevent mechanical failure or safety incidents:

Daily Inspections: Operators must conduct pre-use inspections each day, ensuring checks are recorded in a daily inspection log. This includes checks on brakes, steering, hydraulics, lights, audible warning systems, and tyres. This is on QA form F.8.2.3

Weekly Inspections: Operators should complete a weekly inspection register covering all essential components and report any issues for immediate repair. This is on QA form F.4.1.3

Routine Maintenance and Thorough Examination: Routine maintenance must be performed by a qualified plant fitter according to the manufacturer's guidelines. A thorough examination, as stipulated by LOLER, is required at least every 12 months, and in some cases, every 6 months, depending on the use of the equipment. Certification of inspection must be retained and made available for review.

Safety Equipment and Restraints

All operators are required to use seat belts and any other restraints provided. Seat belts help prevent injury in case of a tip-over, which is a significant risk when operating forklifts or telehandlers on uneven ground.

The machine must be equipped with a fully operational, audible reverse alarm (klaxon) to alert pedestrians of vehicle movement, particularly in high-traffic or noisy environments.

Operating Standards

Operators must adhere to the following standards to ensure safe forklift and telehandler use:

Load Safety and Stability: Machines must never be overloaded, and operators should confirm that each load does not exceed the machine's rated lifting capacity. Loads should be secure, balanced, and checked for stability before moving.

Operating Conditions: The site conditions must be assessed to ensure the forklift or telehandler can operate safely. Ground surfaces should be firm, level, and clear of obstacles. Adequate lighting must be provided if the work is conducted in low visibility conditions.

No Passengers Allowed: The carriage of passengers is strictly prohibited at all times. Man-riding on forks is also prohibited unless an approved, purpose-built man cage is used. The cage must comply with all relevant safety standards and be correctly attached to the lifting mechanism.

Travel Position: When travelling with a load, the forks should be kept as low to the ground as safely possible to maintain stability. Machines should never travel with the load elevated, except in exceptional circumstances and only after a specific risk assessment has been conducted.

Safe Parking and Shutdown

When a forklift or telehandler is not in use:

- The forks must be fully lowered to the ground.
- Hydraulic pressure should be released from the system.
- The engine must be turned off, immobilised, and the keys removed to prevent unauthorised use.
- The keys should be securely stored in a designated location to maintain control over machine access.

Compliance with Site Safety Procedures

Operators and supervisors must follow the site's specific health and safety procedures, including adherence to speed limits, designated pathways, and pedestrian exclusion zones. Any deviation from these practices must be reported and justified as part of the site's safety protocols.

Adhering to these practices will ensure the safe operation of forklifts and telehandlers on-site, minimising risks to operators, site personnel, and equipment while maintaining compliance with regulatory requirements. Regular monitoring and continuous training will further support a safe working environment, meeting both legal obligations and best practices for plant and equipment operation.

Hand Tools

Safe Use and Maintenance of Hand Tools

The safe use and maintenance of hand tools on-site is critical to reduce risk of injury and ensure compliance with the Provision and Use of Work Equipment Regulations (PUWER) and other relevant safety standards. Site managers, supervisors, and operatives are required to take specific precautions to maintain tool safety, select appropriate tools, and provide proper training on tool use.

Responsibilities of Site Managers and Supervisors

Site managers and supervisors are responsible for ensuring that:

Tool Selection: The correct tool for each task is available and accessible. Supervisors should assess job requirements and ensure that each worker has access to tools suited to the specific demands of the task.

Random Inspections: Regular, random inspections of hand tools are conducted to identify defects, wear, or damage that could compromise safety.

Tool Inspection and Maintenance Requirements

To meet safety standards, the following checks and maintenance steps must be undertaken:

Hammer Heads: Hammer heads must be secure, undamaged, and free from cracks or wear. Handles should be checked for splinters or loose attachments.

Sharp Tool Protection: Sharp tools, including knives, chisels, and cutting blades, must be protected when stored or carried. Cutting edges should be kept sharp to reduce the force needed for use, minimising injury risk.

Cleanliness and Condition: All tools must be kept clean and free from grease, dirt, or corrosion that could impair their effectiveness or cause handling hazards. Handles should be free from oil and grease to ensure a safe grip.

Chisel and Bolster Maintenance: Chisels and bolsters with "mushroomed" heads (distorted from impact) must be regularly ground down to remove the mushroom head, reducing the risk of flying debris or tool breakage during use.

Proper Storage: Tools should be returned to designated tool boxes or storage areas when not in use. This prevents trip hazards, damage, and unauthorised access.

Electrical Insulation: Tools used near or on electrical equipment should be insulated and marked as suitable for electrical work. Insulated handles must be checked for damage or wear that could compromise their effectiveness in preventing electric shock.

Safety Blade Fittings: Whenever possible, cutting tools should be fitted with safety blades that retract immediately if the tool slips, helping to protect both the user and those nearby.

Use of Personal Protective Equipment (PPE): Relevant PPE, such as gloves, eye protection, and safety footwear, must be issued and worn as necessary. Supervisors must enforce PPE use to protect against specific hazards associated with hand tool use.

Training and Instruction for Hand Tool Use

Training on hand tool use and safety is mandatory and must cover:

Proper Use and Handling: Operatives must be trained in the safe handling, storage, and proper use of each hand tool, including its specific purpose, limitations, and proper technique.

Safe Tool Support: Instructions should be given on how to support materials securely to prevent movement, instability, or kickback while working.

Maintenance and Sharpening: Training should include proper techniques for tool maintenance and sharpening to ensure tools remain effective and safe.

Training does not need to be in the form of a certified training scheme and may be carried out "on the job" by supervisors.

Hazard Management and Risk Assessment

Risk assessments should be conducted to identify potential hazards associated with hand tool use, including manual handling, workspace safety and injury prevention.

Hire of Equipment

Hiring equipment for temporary use on construction sites or projects requires adherence to safety, legal compliance, and effective maintenance protocols to reduce risks to personnel, property, and the environment. The following outlines best practices for hiring and using equipment on-site to ensure compliance with the Provision and Use of Work Equipment Regulations (PUWER), the Lifting Operations and Lifting Equipment Regulations (LOLER), and relevant health and safety legislation.

Equipment Selection and Pre-Use Assessment

Selection of Equipment: Equipment chosen for hire should meet the specific demands of the task and site conditions. Equipment providers should be informed of any specific requirements, such as load capacities, operational conditions, and site restrictions, to ensure the equipment is fit for purpose.

Hiring Reputable Providers: Equipment should only be hired from reputable and approved providers who comply with industry standards, perform regular maintenance, and provide documentation of inspections and certifications.

Pre-Use Checks: Equipment must undergo a thorough inspection upon delivery to the site to verify its condition, functionality, and compliance with safety standards. This check includes reviewing all safety features, warning labels, and required attachments.

Risk Assessments and Method Statements (RAMS): A site-specific risk assessment and method statement should be completed before equipment is operated. This should outline the specific hazards, control measures, and safe systems of work associated with the equipment's intended use.

Documentation and Compliance Requirements

Safety and Compliance Documentation: Ensure that the hire provider supplies all necessary documentation, including certificates of conformity, inspection records, and maintenance history. These records must be filed on-site and be available for review.

Manuals and Operating Instructions: Operating manuals and safety guidelines must accompany each piece of hired equipment. Operators should be familiar with these instructions and be able to access them on-site at all times.

Operator Competency: Only personnel with the appropriate certification, training, and experience should be allowed to operate hired equipment. Verification of operator qualifications and a brief refresher on equipment-specific operation should occur before the start of work.

Delivery Documentation: On delivery or hand over, all documentation must be filled out correctly, in particular noting refusal or acceptance of a demonstration, safety equipment or safety instructions. All refusals by the customer or receiving agent must be countersigned by themselves

Safety Inspections and Maintenance

Daily Pre-Use Inspections: Operators must perform a daily pre-use inspection on all hired equipment to confirm that it is in safe working condition. This includes checking for visible damage, leaks, and any operational issues. Any defects must be reported and resolved before use.

Periodic Inspections and Maintenance: For equipment that remains on-site for extended periods, regular inspections and maintenance must be arranged in line with the hire provider's recommendations and statutory requirements. It is essential that LOLER inspections are performed on lifting equipment within the mandated 6-

or 12-month intervals, depending on equipment type and usage.

Reporting and Record-Keeping: A log should be maintained documenting each inspection, maintenance activity, and any faults or repairs carried out. This ensures compliance and aids in tracking equipment condition and performance.

Return Condition and Inspections: At the end of the hire period, equipment should be inspected to ensure it is in suitable condition before returning it to the provider. Documentation should be updated to reflect the equipment's condition on return.

Safe Operation Practices

Adherence to Operating Procedures: All operators must adhere to the manufacturer's operating guidelines and site-specific operating procedures. This includes using controls properly, observing load limits, and ensuring that the equipment is used only for its intended purpose.

PPE and Safety Measures: Operators must wear appropriate personal protective equipment (PPE) as specified in the equipment risk assessment. This could include high-visibility clothing, gloves, hearing protection, eye protection, and steel-toe boots.

Monitoring Site Conditions: Equipment use should be adapted to site conditions. This includes accounting for ground stability, weather, and other site-specific hazards that may affect equipment safety and stability.

Control of Access and Exclusion Zones: Access to areas where equipment is in operation should be restricted to trained personnel. Barriers or exclusion zones should be implemented around moving machinery and high-risk areas to protect other site workers and visitors.

Emergency and Incident Protocols

Emergency Procedures: All operators and supervisors should be familiar with the emergency shutdown procedures for each piece of hired equipment and have access to these instructions on-site.

Incident Reporting: Any incidents or near misses involving hired equipment must be reported in accordance with company procedures and regulatory requirements. Incident logs should be reviewed regularly to identify potential safety improvements.

Breakdowns and Repairs: In the event of a breakdown or malfunction, the equipment must be taken out of service immediately, and the hire provider should be contacted for repair or replacement. Only qualified service personnel should carry out repairs on hired equipment.

Additional Considerations

Environmental Controls: To prevent environmental damage, hired equipment must be used and maintained in a way that minimises pollution and waste. Fuel, oils, and other substances should be managed to prevent leaks and contamination.

Insurance and Liability: Ensure that appropriate insurance covers hired equipment in case of damage, theft, or accidents. Operators and supervisors should understand their responsibilities and the hire company's responsibilities under the hire agreement.

Site Specific hire locations: Hired equipment is not permitted to be moved from one project to another project without explicit agreement form a company director.

Hot Works Permits

The purpose of this Hot Work Permit Policy is to ensure that any work involving the use of open flames, sparks, heat, or other sources of ignition is carried out safely. Hot work activities present significant fire hazards and must be managed with strict controls to minimise the risk of fire and ensure the safety of personnel, equipment, and the environment.

1. Definition of Hot Work

Hot work is any activity involving:

- Welding
- Cutting
- Grinding
- Soldering
- Torch cutting
- Burning
- Use of open flame or heat-producing equipment

These activities generate sparks, heat, or molten material, which can ignite flammable materials or vapours in the surrounding area, creating a significant fire hazard.

2. Hot Work Permit System

A Hot Work Permit must be issued for any hot work to be carried out in any location where there are risks from fire due to hot work activities. The permit is issued to ensure that the work is completed safely and that all necessary precautions are taken.

Permit Issuance

A Hot Work Permit must be issued before any hot work begins.

The site supervisor, foreman, or person in charge must complete the permit, ensuring that all required safety precautions and procedures are in place before work begins.

The permit is specific to the location, work being performed, and the period during which the work is to take place.

Permit Contents

The Hot Work Permit includes the following information:

- Location of the work
- Description of the task being undertaken.
- Date and time of work commencement and expected completion.
- Identification of the person performing the work and the supervising person responsible for safety.
- A list of precautions to be taken
- Confirmation that flammable materials have been removed or protected, and the work area is safe.
- Fire watch requirements
- Confirmation that the area has been checked for flammable gases, liquids, or vapours.

3. Precautions Before Hot Work

Before starting any hot work, the following precautions must be followed:

Hazard Identification and Risk Assessment

- A Risk Assessment must be carried out to identify potential fire and explosion hazards associated with the work.
- The area must be checked for the presence of flammable materials (e.g., paper, wood, oils, solvents, gases) and these must be either removed or protected adequately.

Work Area Preparation

- Flammable materials must be cleared from the area or suitably covered/protected using flameproof covers or barriers.

- If necessary, fire-resistant shields or barriers should be erected around the work area to contain sparks and molten material.
- Ventilation must be ensured in confined spaces to prevent the buildup of explosive gases.

Equipment Checks

- Ensure that all hot work equipment (welding machines, cutting tools, etc.) is in safe working order, has been inspected, and is in good condition.
- Ensure that fire extinguishers of appropriate types (foam, CO2, dry powder) are available at the work site and are easily accessible. Fire extinguishers must be located within 10 metres of the hot work area.

4. Fire Watch Requirements

A fire watch must be assigned when hot work is being conducted. The fire watch is responsible for:

- Observing the work area for any signs of fire or smouldering materials during and after the hot work.
- Ensuring that any small fires or embers are extinguished immediately using appropriate extinguishing equipment.
- Watching for the spread of sparks or molten material outside the immediate work area.
- Ensuring that all adjacent areas are kept clear of combustible materials that may ignite.

A fire watch should remain in place for at least 2 hours minutes after the work has been completed to ensure no latent fires have started.

5. Permit Closure

After the hot work is complete, the permit must be closed out. The following steps must be taken before the permit is signed off:

- A thorough inspection of the work area should be conducted to ensure all fire hazards have been addressed.
- The fire watch confirms that the area has been checked, and all hazards have been mitigated.
- All tools and equipment should be removed from the area, and the workspace should be left clean and safe.

Site Supervisor or the responsible person should review the hot work permit to confirm that all safety measures have been followed, and no risks remain.

7. Training and Competence

All personnel involved in hot work activities (including felters, welders, cutters, and fire watchers) must be competently trained in their roles and responsibilities.

Regular training on fire safety and hot work procedures should be provided to ensure workers understand the risks and follow correct safety protocols.

8. Emergency Procedures

In case of a fire or emergency, immediate action must be taken to control and extinguish the fire. All employees must be familiar with emergency fire evacuation procedures.

A fire extinguisher and first aid kit must be on hand at all times during hot work activities.

If a fire spreads beyond the immediate work area, emergency services must be contacted without delay.

9. Record Keeping and Audits

Hot Work Permits must be kept on file for a minimum of three years for auditing and compliance purposes.

Regular audits should be conducted to ensure the Hot Work Permit system is being followed and that all fire safety measures are in place.

Housekeeping Standards

The purpose of this policy is to outline the requirements and standards for maintaining a clean, safe, and efficient working environment. Good housekeeping is vital for promoting safety, efficiency, and the wellbeing of employees. It also contributes to a positive working atmosphere, reduces the risk of accidents, and ensures compliance with health and safety regulations.

1. General Housekeeping Principles

Housekeeping is not limited to cleaning; it is an ongoing process of maintaining order and tidiness in the workplace. It includes the proper management of materials, equipment, waste, and workspace.

Cleanliness

Work areas should be kept clean and tidy at all times to minimise risks such as slips, trips, falls, and other hazards.

Cleaning schedules must be established, and responsibilities for cleaning should be clearly defined among staff.

Waste should be regularly removed and disposed of in the appropriate manner.

Organisation

Tools and equipment should be kept in their designated places to prevent clutter and reduce the risk of accidents.

Materials should be stored properly to avoid obstruction of walkways, exits, or emergency equipment.

Items not in use should be stored safely and out of the way of active work areas.

Accessibility and Clearances

Walkways, aisles, and fire exits must be kept clear at all times.

Stairs and other high-traffic areas should be kept free of obstacles to ensure safe passage for all employees.

Emergency exits, fire alarms, extinguishers, and first-aid kits should always be easily accessible and clearly marked.

2. Waste Management and Disposal

Efficient waste management is critical for maintaining cleanliness and preventing hazards such as fire, contamination, or environmental damage.

Waste Disposal

Waste bins should be provided at convenient locations, and employees must ensure that waste materials are disposed of properly.

Waste bins should be regularly emptied to avoid overflow or spillage.

Hazardous waste (e.g., chemicals, asbestos, etc.) must be segregated and disposed of according to regulatory requirements.

Recycling and Reducing Waste

Encourage the recycling of materials where possible, such as paper, plastics, and metals.

Reduce waste generation by promoting the use of reusable containers and materials.

Ensure that all employees are aware of Gable's waste reduction and recycling initiatives.

3. Equipment Maintenance and Storage

Proper maintenance and storage of equipment are essential for both safety and efficiency in the workplace.

Equipment Maintenance

All equipment must be regularly inspected and maintained to ensure it is in good working order.

Malfunctioning or unsafe equipment should be removed from service immediately and reported for repair or replacement.

Tools and equipment should be cleaned and maintained after each use to prolong their life and ensure safety.

Equipment Storage

Tools and equipment should be stored in a safe and organised manner, preferably in designated storage areas or lockable cabinets.

Sharp tools or tools that pose other risks (e.g., heavy equipment) should be stored in a way that prevents accidental contact.

Tools and equipment are not to be stored in site welfare, drying units or site toilets unless agreed with management by the person storing them, COSHH items are never to be stored in site welfare or offices.

Ensure that cords and cables are properly managed to prevent tripping hazards.

4. Workplace Organisation

An organised workspace reduces the risk of accidents and ensures that employees can perform tasks efficiently.

Work Areas

Work areas should be organised to facilitate smooth workflow. Employees should have sufficient space to carry out tasks without obstacles or distractions.

Adequate lighting and ventilation should be provided to ensure good visibility and a comfortable environment.

Materials and Supplies

Materials and supplies should be stored in an orderly and accessible manner.

Stock levels should be monitored regularly to ensure that materials are available when needed without causing unnecessary clutter.

Hazardous materials should be stored according to safety guidelines and regulations, with appropriate signage.

5. Hazardous Materials and Chemical Handling

Proper storage, handling, and disposal of hazardous materials are critical to workplace safety and cleanliness.

Storage of Hazardous Materials

Hazardous chemicals and substances must be stored in clearly labelled containers and placed in designated storage areas that comply with health and safety regulations.

Ensure that all safety data sheets (SDS) are available for any chemicals used in the workplace, and employees are trained on their handling and potential hazards.

Spill Management

Spill kits should be readily available in areas where hazardous materials are used or stored.

Employees must be trained in the correct procedures for cleaning up spills and disposing of contaminated materials.

6. Personal Protective Equipment (PPE)

Good housekeeping includes ensuring that personal protective equipment (PPE) is used correctly and stored safely.

Use of PPE

PPE should be provided and used as required by risk assessments and safety procedures.

PPE should be kept clean, functional, and readily available for use.

Employees should be trained in the proper use, maintenance, and storage of PPE.

PPE Storage

PPE should be stored in clean, dry conditions to prevent contamination or deterioration.

Separate storage should be provided for clean and used PPE to avoid cross-contamination.

7. Cleaning and Maintenance Schedule

A regular cleaning and maintenance schedule should be developed to ensure that the work environment remains in a safe and functional condition.

Cleaning Routine

Daily, weekly, and monthly cleaning routines should be established based on the type of work being done and the associated risks.

Cleaning should be done using appropriate cleaning agents and methods to ensure effectiveness and safety.

Monitoring and Auditing

Regular audits should be conducted to ensure compliance with housekeeping standards.

Supervisors and managers should monitor housekeeping practices and address any issues promptly.

8. Training and Awareness

Employees should be made aware of the importance of good housekeeping practices and receive appropriate training to ensure they understand their responsibilities.

Lone Working

The purpose of this policy is to outline the safety requirements and procedures for employees working alone to reduce risks and ensure their safety and wellbeing. Lone working can increase vulnerability to accidents, health emergencies, and personal security risks. This policy aims to establish preventive measures, safety protocols, and support systems for employees working alone.

1. Definition of Lone Working

Lone working refers to situations where an employee works by themselves, without direct supervision or close proximity to colleagues. This includes:

- Working alone in isolated or remote areas on-site or off-site.
- Working outside regular business hours (e.g., early morning, late evening).
- Performing tasks in a location where assistance may not be readily available if an emergency arises.

2. Responsibilities

Employer Responsibilities

Conduct thorough risk assessments to identify hazards associated with lone working and determine appropriate control measures.

Provide training and guidance on safe working practices for lone workers.

Establish and maintain a robust communication system to monitor lone workers' safety.

Provide equipment and resources necessary for lone workers to complete tasks safely, including personal protective equipment (PPE) and communication devices.

Ensure that all identified risks and hazards are regularly reviewed and updated.

Lone Worker Responsibilities

Follow the lone working policy, safe work procedures, and use provided equipment.

Take steps to maintain personal safety and avoid high-risk activities while working alone.

Maintain regular communication with a designated contact person and report any hazards, incidents, or near-misses.

Attend training sessions on lone working practices and use any provided equipment properly.

Supervisors and Managers

Ensure that lone workers have completed necessary risk assessments and are provided with the proper equipment and information for their tasks.

Regularly check in on lone workers according to prearranged communication schedules.

Review and follow up on reports from lone workers to address any safety concerns.

3. Risk Assessment for Lone Working

A risk assessment for lone working should identify potential hazards and evaluate the risk to lone workers. It must consider:

- The nature of the work and associated risks (e.g., handling hazardous materials, using heavy equipment).
- The work environment (e.g., remote or isolated areas, out-of-hours conditions).
- Individual factors, such as employee experience, physical condition, and familiarity with the task.
- Potential for health emergencies or accidents where immediate assistance may be unavailable.

Risk Control Measures

Elimination or Substitution: If possible, eliminate or reduce the need for lone working by scheduling tasks that require more than one person.

Engineering Controls: Implement controls such as alarms, surveillance, and safety barriers where applicable.

Administrative Controls: Schedule regular check-ins and provide clear work instructions and emergency procedures for lone workers.

4. Communication Systems

Reliable communication systems are essential for lone workers to report their status and request help if needed. Communication strategies may include:

Scheduled Check-ins: Regular check-ins via phone, radio, or an app with a designated contact person.

Emergency Communication Devices: Provide lone workers with communication devices, such as mobile phones or two-way radios, to reach assistance in emergencies.

5. Emergency Procedures

Employees working alone must be prepared to respond to emergencies with clear, pre-defined steps. Key elements of lone worker emergency procedures include:

Incident Response

Accidents and Injuries: Lone workers should carry first aid kits and be trained in basic first aid. They must immediately report any incidents.

Fire and Environmental Hazards: Lone workers should be trained in fire safety and evacuation procedures. They should also be aware of environmental risks such as extreme weather conditions.

Personal Security Risks: If lone workers encounter any security threats or feel unsafe, they should contact emergency services and follow the nearest safe exit route.

Emergency Contacts

Ensure that all lone workers have access to emergency contact numbers, including the emergency services, a designated company contact, and any other relevant resources.

6. Training for Lone Workers

Training is essential to ensure lone workers are aware of potential hazards and equipped to work safely alone. Training topics include:

- Identifying and managing risks associated with lone working.
- Using communication devices, alarm systems, and other equipment.
- First aid and emergency response procedures.
- Reporting incidents, hazards, and near-misses.

7. Process of initiating lone working

1. Lone working must be agreed in writing with both a director and the health and safety manager
2. Lone working risk assessments and method statements will be produced, audited and distributed
3. Communication systems will be established and tested prior to commencement
4. Lone working may begin
5. Lone worker must check in at agreed intervals with the designated contact, no more than 2 hours
6. Lone worker will communicate the work being undertaken and any challenges they face.
7. Upon completion of the works, lone worker will verify that work has been completed and no more tasks are being undertaken
8. At this point no further works are permitted.

Lifting Equipment

This policy applies to all lifting equipment, including Mobile Elevating Work Platforms (MEWPs), forklifts, front or tail-lift dumpers, cranes, excavators, shovels, and associated lifting accessories. This policy is in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998, the Provision and Use of Work Equipment Regulations (PUWER) 1998, and the Management of Health and Safety at Work Regulations 1999.

1. Selection, Suitability, and Compliance of Lifting Equipment

Provision of Equipment: All lifting equipment provided must be suitable for the intended job and comply with LOLER 1998, ensuring safe and efficient lifting operations.

Equipment Suitability: Equipment must meet standards for load capacities, stability, and ease of use. Lifting accessories (e.g., slings, chains, hooks) must be compatible with the lifting machinery to prevent overload or misuse.

2. Pre-Operation Risk Assessment

Risk Assessment: Before commencing any lifting operation, a risk assessment must be performed to identify potential hazards, evaluate control measures, and document necessary steps to reduce risks.

Planning and Coordination: A qualified person, separate from the equipment operator, must be designated to oversee and control the lifting operation. This individual must be trained, competent, and experienced in lifting operations.

3. Personnel Training and Competency

Operator Requirements: All operators of lifting equipment, slingers, and banksmen must be over 18 years of age, sufficiently trained, and experienced.

Training Standards: Personnel must complete certified training programs for specific equipment and be refreshed periodically as per regulatory and industry standards.

4. Safe Working Load (SWL) and Load Securing

SWL Compliance: The SWL of any lifting appliance must never be exceeded except during testing by an authorised, competent person.

Load Securing: All loads must be securely attached and balanced to prevent shifting or falling. A trained banksman must supervise the lifting to ensure safe movement and placement of the load.

5. Lifting Accessories: Requirements and Maintenance

Marking and Certification: All lifting accessories (ropes, chains, slings, hooks, eyebolts) must be clearly marked with their SWL and regularly tested and inspected for structural integrity.

Maintenance: Lifting accessories must be kept free from defects or damage that could compromise safety. Inspection records and certifications must be retained and readily available.

6. Hook Safety

Safety Catch: All hooks used in lifting must either have a safety catch or be shaped and secured to prevent accidental disengagement of the load.

7. Maintenance, Inspection, and Examination

Routine Checks: Operators must carry out daily and weekly checks, ensuring the equipment is in good condition and functional.

Thorough Examination Requirements: A thorough examination must be performed by a competent person:

Every 12 Months: For all lifting equipment used solely for lifting loads.

Every Six Months: For lifting equipment that lifts people or is used in high-risk environments.

Inspection of Accessories: Lifting accessories (chains, slings, etc.) must undergo a thorough examination at least every six months, or more frequently based on the risk assessment.

8. Record Keeping and Documentation

Documentation Requirements: LOLER mandates thorough documentation for all examinations and inspections:

Initial Examination: Reports must be kept until the equipment is permanently out of use.

Accessory Reports: Reports on lifting accessories must be retained for two years after issuance.

Location-Specific Reports: Documentation for installation or assembly must be kept until equipment is relocated.

Condition Deterioration: If reports indicate equipment deterioration, retain the report until the next inspection or for two years, whichever is later.

9. Storage, Handling, and Accessibility

Storage of Lifting Accessories: Lifting accessories should be stored to avoid mechanical damage, exposure to corrosive substances, or deformation. They must be clearly marked and easily accessible to authorised personnel.

Accessibility of Records: Maintenance, inspection, and thorough examination records must be readily accessible for inspection by regulatory bodies, site managers, and authorised safety personnel.

10. Legal Compliance and Audits

Compliance Audits: Regular audits must be conducted to verify that all equipment, documentation, and procedures comply with LOLER, PUWER, and associated safety regulations.

Continued Competence and Refresher Training: Personnel involved in lifting operations should undergo periodic refresher training to ensure continued competence and awareness of updated regulations or equipment standards

Lifting Operations

This policy applies to all lifting operations involving cranes and lifting equipment, including Mobile Elevating Work Platforms (MEWPs), forklifts, front or tail-lift dumpers, and all lifting accessories. The operation of lifting equipment is governed by the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998, the Provision and Use of Work Equipment Regulations (PUWER) 1998, and the Management of Health and Safety at Work Regulations 1999. All lifting operations must be carried out in line with these regulations and the relevant risk assessments.

1. Hazards Associated with Lifting Operations

The key hazards related to lifting operations include, but are not limited to:

Incorrect crane selection: Using a crane with inadequate capacity for the load.

Improper crane siting: Placing the crane in an unsafe position, such as near edges, obstacles, or overhead power lines.

Failure to properly calculate the load: Not considering the full weight, including the lifting gear and any accessories.

Using incorrect lifting gear: Not ensuring the gear is properly maintained, suitable, or appropriate for the task.

Lack of proper procedures: Failing to follow established protocols for safe operation.

Inadequate maintenance: Not conducting regular maintenance or thorough inspections of the crane and lifting equipment.

Untrained personnel: Inexperienced operators or lack of qualified supervision for lifting operations.

2. Control Measures for Safe Lifting Operations

Planning and Risk Assessment

A site-specific method statement and lifting plan must be developed and approved before any lifting operation.

A competent appointed person must be assigned to oversee and manage the lifting operation, ensuring compliance with all safety procedures and regulations.

The lifting plan should be developed by the appointed person and communicated to all personnel involved, including crane operators, slingers, and banksmen.

The lifting plan must include a detailed risk assessment, including environmental and operational conditions, to ensure safe working practices are followed.

3. Selection and Siting of the Crane

Selecting the Right Crane

Cranes must be selected based on the maximum anticipated load, with a safety margin. The crane's specifications should always be checked against the type and weight of the load.

If hiring a crane, the supplier must attend a pre-start meeting to discuss the lifting operation's requirements, including load type, site conditions, and any specific safety measures.

The hire agreement must specify whether the contract includes only the crane and operator, or whether it also includes a banksman and appointed person. If the appointed person is provided by the crane hire company, they are responsible for developing the lifting plan.

Pre-Operational Checks

Before commencing any lifting operation, the crane driver must present the following documents to the Site Manager or appointed supervisor:

- Weekly inspection record of the crane.
- Thorough examination report (carried out every 12 months).
- Test and thorough examination certificates (issued every 4 years).

- Inspection records of ropes, chains, and lifting accessories (within the last 6 months).

If these documents cannot be provided, the crane supplier must be contacted for clarification before the crane is used.

Siting the Crane

- The crane must be positioned on level ground that can support its weight and the load. If necessary, suitable packing (such as sound timbers) should be used to distribute the weight under the outriggers.
- The outriggers should be fully extended unless the manufacturer specifies otherwise.
- The crane must be sited with:
- Clear visibility for the operator.
- Sufficient operational space for the crane's movement and stability.
- Safe distances from hazardous areas such as:
  - Edges of excavations.
  - Fixed structures where people may become trapped by moving parts.
  - Overhead electric power lines.

4. Load Calculation and Lifting Gear

Calculating the Load

The weight of the load, including the hook block and any lifting gear, must be accurately calculated. The supplier of the materials being lifted is legally required to provide the weight of the load.

Any guesswork regarding load weight is prohibited, and a risk assessment should confirm load weight calculations.

Lifting Gear

All lifting gear, including chains, wire ropes, slings, and webbing, must be well-maintained, tested, and fit for purpose.

Before initiating any lift, the lifting gear must be checked to ensure it is securely attached to the load and suitable for the task.

5. Managing the Lift

Planning and Supervising the Lift

All lifting operations must be planned and supervised by a qualified appointed person with the necessary expertise and training. The crane driver is not permitted to take sole responsibility for the planning or supervision.

A competent banksman must be present when the crane operator cannot see the load and the full operation area. Physical signals must be clear, and only approved signals should be used.

Before any lifting operation begins, the appointed person and the crane driver must ensure that all personnel are clear of the load and moving crane parts.

Managing the Crane and Load During the Lift

Lifting operations must always use trial lifts to ensure that the load is correctly balanced and secure before full lifting.

Slinging and Tailing: Loads must be correctly slung by trained slingers, and large or awkward loads must be controlled using tailing ropes.

Load Control: Loads should be kept directly under the lifting point and should never be dragged along the ground. The crane must not travel with a suspended load unless specifically designed for such duties.

Wind Conditions: Lifting should not proceed if wind speeds are high enough to cause instability or uncontrolled movement of the load.

6. Warnings and Safety Features

Safe Load Indicators

Cranes with lifting capacities exceeding 1 tonne must be fitted with an Automatic Safe Load Indicator (ASLI). This

device helps prevent overloads by providing a real-time warning when the crane nears its safe load limit.

The driver must check the ASLI daily to ensure it is functioning properly.

If the ASLI alarm sounds during operations, the appointed person must intervene and ensure that immediate action is taken to prevent the crane from being overloaded.

7. Maintenance, Inspection, and Record Keeping

Regular Inspections

Cranes must be inspected regularly, both by operators and maintenance personnel, to ensure they are in safe working order.

Thorough examinations of lifting equipment must be conducted by a competent person every 12 months, or more frequently if required due to operational conditions.

Record Keeping

All records of inspections, thorough examinations, and lifting plans must be maintained and kept accessible for review.

Mechanical Plant

Mechanical plant equipment, such as goods hoists, cranes, excavators, and other heavy machinery, plays a crucial role in construction and industrial activities. Proper operation, maintenance, and safety procedures are essential to prevent accidents and ensure compliance with regulations, including the Provision and Use of Work Equipment Regulations (PUWER), Lifting Operations and Lifting Equipment Regulations (LOLER), and other relevant health and safety standards.

1. Goods Hoists

General Safety Requirements:

Thorough Examination: Goods hoists must undergo a thorough examination every six months or as specified by a competent person. These inspections should include checks on the structural integrity of the hoist, safety devices, and operation mechanisms.

Inspection Records: Written records of all examinations and maintenance, including any defects found and corrective actions taken, must be kept and made available for inspection by regulators or other competent authorities.

Operator Competence: Only trained and competent personnel are permitted to operate hoists. Operators must be familiar with the specific model and type of hoist they are using, and undergo regular refresher training to ensure they are aware of any new procedures or safety regulations.

Clear Line of Sight: The hoist must be positioned in a manner that allows the operator to have a clear view of the platform and its movements during operation. Controls should be located in a position that prevents accidental operation and enables effective monitoring of the lift.

Enclosures and Safety Barriers: A base enclosure must be provided for both the hoist way and the motor unit to a minimum height of 2 meters to prevent accidental access to moving parts. The area around the hoist should be restricted to authorised personnel only.

Safe Working Load (SWL): The safe working load of the hoist must be clearly visible on the platform. Overloading the hoist is strictly prohibited, and any load that exceeds the specified limit should not be lifted.

Passenger Safety: A notice prohibiting the transport of passengers on the hoist must be prominently displayed. Goods hoists are not designed for personnel lifting, and any unauthorized use for this purpose could result in serious injury or death.

2. Other Mechanical Plant

General Safety Requirements:

Inspection and Maintenance: All mechanical plant, such as cranes, excavators, dumpers, and telehandlers, must be thoroughly examined by a competent person at regular intervals, as specified by the manufacturer or regulations. The plant must be maintained in efficient working order and any defects should be reported immediately. A regular maintenance schedule should be followed, including daily checks by the operator and more in-depth checks carried out by qualified engineers.

Operator Competence: Only trained and authorised personnel should operate mechanical plant. Operators must hold the appropriate certificates and be trained on the specific plant they are using. For example, crane operators should have a valid crane operator's licence, while forklift operators must hold a forklift driving certificate.

Clearance and Safe Operation: All plant equipment should be operated in areas with clearance to ensure safe manoeuvring. Operators should be aware of overhead hazards, such as power lines, and ground conditions that may affect the stability of the equipment. Where necessary, ground support or mats should be used to distribute the weight of the plant to prevent it from sinking into soft ground.

Weight Limits and Stability: Operators must ensure that overloading does not occur with any mechanical plant. This includes adhering to the maximum load capacity for cranes, forklifts, and other equipment. Overloading can lead to instability, tipping, and equipment failure. For lifting operations, the safe working load (SWL) should be clearly marked on the equipment and never exceeded.

Emergency Stop and Safety Features: All mechanical plant must be fitted with appropriate safety features, including emergency stop buttons, reverse alarms, proximity sensors, and overload indicators. The plant should also be equipped with appropriate safety guards to prevent accidental contact with moving parts.

Lifting and Slinging: When using mechanical plant for lifting operations, the correct lifting accessories (slings, hooks, ropes, etc.) must be used. These should be of appropriate strength and capacity, and regularly examined for defects. Lifting operations should always be planned, and an appointed person must be in charge of ensuring the lift is carried out safely.

Weather Conditions: Plant equipment should not be operated in extreme weather conditions such as high winds, heavy rain, or snow, unless the equipment is specifically designed for such conditions. The operator should always check weather forecasts and conditions before commencing work.

3. Specific Equipment Considerations

Cranes and Lifting Equipment

(See Section 'Cranes' For more information)

Cranes, whether mobile or tower cranes, must be stabilised and positioned on firm, level ground. For mobile cranes, the stabilisers should be fully extended, and any outriggers must be correctly placed and secured.

Cranes should always be operated by a competent crane operator, with the assistance of a banksman where required for safety.

All crane operations must have a lifting plan prepared in advance, outlining the type of lift, load weight, ground conditions, and emergency procedures.

Forklifts and Telehandlers:

(See Section 'Forklifts and Telehandlers' For more information)

Forklifts must only be operated on designated forklift routes, and operators should be trained to operate in a safe manner, following site-specific safety procedures.

Telehandlers should be used on stable ground, and the maximum lifting height and load must not be exceeded. When operating telehandlers, the operator should ensure the load is carried as close to the ground as possible to maintain stability.

Excavators and Earthmoving Equipment:

Excavators, diggers, and other earthmoving equipment should be checked for proper track or wheel alignment to ensure safe operation.

When operating near open excavations or other hazards, operators should remain alert to the proximity of the equipment to unstable ground and overhanging structures.

Dumper Trucks:

Dumper trucks must be operated within the designated haul routes on site. Operators should ensure they do not exceed the maximum weight capacity of the vehicle and should avoid loading material that may cause spillage during transit.

4. Risk Assessment and Planning

Prior to using any mechanical plant, a risk assessment must be conducted to evaluate potential hazards, including those specific to the type of plant being used. The risk assessment should be used to plan for the safe use of the equipment, ensuring the correct type of plant is selected for the job, the load is correctly managed, and appropriate safety measures are in place.

MEWP's

Hazards Associated with MEWPs:

Mobile Elevating Work Platforms (MEWPs), which include pedestrian-controlled, self-propelled, and power-operated elevating work and access platforms, such as cherry pickers and scissor lifts, present several key hazards that must be carefully managed to ensure safe operation. These hazards include:

Collision with Other Vehicles: MEWPs operating in areas with vehicle traffic are at risk of collisions, which can cause significant harm to operators or others nearby.

Encroachment into Traffic Lanes: MEWPs that extend into or over traffic lanes may create a hazard for both the operators and pedestrians, especially in busy or congested areas.

Proximity to Overhead Cables: Overhead power lines pose a significant risk of electrocution if MEWPs are operated too close, particularly with metal platforms or components.

Falls of Persons or Materials: Workers can fall from the platform or from the basket if appropriate safety measures, such as guardrails or harnesses, are not in place. Similarly, unsecured materials may fall from the platform, posing a hazard to people below.

Caught or Trapped in Moving Parts or "Nip" Points: Operators or other personnel may be caught or pinched between moving parts or edges of the MEWP, leading to serious injuries.

Overturning: If the MEWP is not properly set up or used on unstable ground, it may overturn, causing injury to the operator or others nearby.

Incorrect Use: Misuse of the MEWP, such as operating outside manufacturer guidelines or using it inappropriately for tasks, can increase the risk of accidents.

Precautions for MEWPs

The use of MEWPs will only be permitted once a full risk assessment has been completed and all necessary precautions are in place. In addition, the following safety measures will be strictly adhered to:

Site Requirements: MEWPs must be operated only on firm and level ground. They should never be used over drains, basements, or unstable surfaces where tipping may occur.

Documentation: All manufacturer records, including inspection, maintenance, and servicing documents, will be readily available on-site. These records must be kept up to date and maintained in accordance with the manufacturer's recommendations.

A thorough examination of the MEWP will be carried out every six months, as required by regulations for people-lifting equipment.

The current test certificate for the MEWP will be available on-site, along with the machine's operating manual, to ensure operators have all the necessary information.

Operator Requirements: All MEWP operators will be fully trained and certificated by an accredited body to ensure they possess the required skills and knowledge for safe operation.

Operators must ensure that the safe working load (SWL) and gradient limits of the machine are clearly displayed on the equipment and that the machine is not operated beyond these parameters.

Pre-Use Checks: Ensure that guard rails and toe boards are installed around the edge of the platform to prevent falls or material ejections from the basket.

Outriggers (where applicable) must be deployed during use to stabilise the MEWP and prevent tipping.

The machine should never travel with the platform occupied or the boom extended, unless the manufacturer's guidelines explicitly state that this is acceptable.

All checks must be undertaken as per QA form F.8.1.5

Operating the MEWP

Site and Traffic Safety: When operating MEWPs in areas near roadways, railways, or other operations, appropriate barriers, cones, lights, and other safety measures must be put in place to protect the operator and surrounding personnel.

Overhead Power Lines: If working near overhead power lines, a full risk assessment must be conducted in collaboration with the electrical supply company. A suitable method statement must be developed outlining all relevant precautions to prevent electrical accidents. The risk assessment should address safe working distances, equipment insulation, and any other necessary safety measures.

Fall Protection: Fall restraint or fall arrest equipment must be worn at all times by personnel operating within the MEWP basket, except for scissor lifts with more than one occupant. In these cases, the use of fall protection will be subject to a specific risk assessment when the platform is raised. However, the lanyard must always be securely attached to a suitable anchor point when the vehicle is in motion, including during raising and lowering of the platform.

Immobilisation When Not in Use: When the MEWP is not in use, it must be properly immobilised to prevent accidental movement or unauthorized use. This may include securing the machine with lock-out/tag-out procedures or other means to ensure it cannot be operated without proper checks.

Mobile Phones

This policy outlines Gable's rules and guidelines for the use of mobile phones to ensure safe driving practices and minimise hazards associated with phone use on work sites.

1. Use of Mobile Phones While Driving a Vehicle

Driving while using a mobile phone can be highly distracting, even with hands-free systems. The law prohibits holding or using a mobile device while driving, with specific allowances for hands-free kits only if fully voice activated. Key policies are as follows:

Hands-Free Use Requirements

Hands-free only: Mobile phones can only be used with approved hands-free technology, which must be completely voice-activated or otherwise operable without handling the device. Devices can include voice-activated systems integrated with the vehicle or headset.

No handheld use: Drivers are prohibited from holding or physically interacting with any mobile device while driving, including adjusting navigation or checking notifications.

Provision of Voice-Activated and Hands-Free Kits

Employees required to drive frequently for work will be provided with advanced hands-free technology, including systems that integrate directly with vehicle controls, to comply with regulations. These systems must meet legal standards for voice activation and functionality.

Recommendations for Minimising Distraction

Even with hands-free systems, drivers are encouraged to avoid calls and instead use messaging and call functions only when the vehicle is parked.

Breaks for Communications: It is advised to schedule driving breaks to handle calls, check messages, or respond to emails in a safe, stationary environment.

Legal and Insurance Implications

As per the Highway Code and UK driving laws, it is illegal to use a mobile phone or any handheld device while driving. Non-compliance can lead to prosecution, substantial fines, points on a driver's licence, and may impact Gable's insurance cover.

Potential Penalties: Employees found in violation of mobile phone laws while driving may face fines, disqualification from driving, and disciplinary action from Gable.

Use of Mobile Phones on Construction and Work Sites

Mobile phone use on construction sites and high-risk work environments is restricted to prevent distractions that could lead to accidents or injuries.

Minimising On-Site Use

Mobile phones should only be used on-site when essential. Employees are prohibited from 'walking and talking' or using phones when handling machinery, moving in high-traffic areas, or performing tasks that require concentration.

Safe Zones for Use: Designated safe areas for mobile phone use should be provided on larger sites to allow employees a place to check messages and make calls without risk. These will usualy be in the welfare areas.

Site-Specific Restrictions

Some sites may have additional restrictions or prohibit mobile phone use altogether, particularly when high-risk activities are underway or on sensitive sites, such as MOD premises.

Risk Assessment: Site managers should conduct risk assessments to determine if mobile phone use needs further restriction and establish clear site rules.

Emergency Contact and Lone Worker Systems

When needed for lone worker safety or emergency communication, mobile phones should have a programmed "quick-dial" for emergency contacts.

Integrated Safety Devices: Employees working alone in high-risk roles are recommended to use wearable devices or specialised lone-worker safety apps that automatically send alerts if certain conditions are met, such as lack of movement.

3. Use of Mobile Devices with Enhanced Safety Features

Current technology offers features designed to improve safety while driving or on-site, which employees are encouraged to use

Do Not Disturb While Driving: Mobile phones should be set to "Do Not Disturb" or "Driving Mode" during vehicle use. These modes silence notifications and prevent distractions.

Navigation and Mapping Apps: Use voice-activated navigation and route planning applications that are integrated with vehicle systems or operate in a fully hands-free capacity.

4. Consequences of Non-Compliance

Failure to comply with this policy will result in disciplinary action, as well as any legal repercussions under UK law. Actions may include:

- Revocation of driving privileges on company business.
- Liability for damages and legal consequences if an accident occurs due to improper phone use.
- Disciplinary action, up to and including termination, for repeat offences or incidents of gross negligence.

Any legal penalties or fines incurred due to mobile phone use while driving will remain the sole responsibility of the employee who received the penalty or fine. Gable will not assume liability for any fines or legal consequences resulting from such infractions.

Noise

Construction sites often involve activities that produce high noise levels, which can pose a significant risk to the hearing of workers if proper precautions are not taken. Prolonged exposure to noise levels above 85 dB(A) can lead to hearing damage or loss. This section outlines the measures to protect employees and others on site from the harmful effects of noise.

Noise Assessment and Control Measures

Noise Exposure Limits:

As a general guideline, if you have to shout to be heard by someone 2 metres away, the noise level is likely to exceed 85 dB(A). In such cases, hearing protection must be worn to prevent hearing damage.

Gable will conduct noise assessments as necessary, to identify areas where noise levels may exceed safe limits. These assessments will help determine the need for hearing protection and other control measures.

Availability of Noise Data:

The Site Manager is responsible for ensuring that the results of any noise assessments, or other relevant information such as manufacturer's data on equipment noise levels, are available on site. This data will be used to assess the risks to hearing and ensure that appropriate protection measures are in place.

Hearing Protection Zones:

Where the noise level exceeds 85 dB(A), warning signs will be posted to inform personnel of the risks. Employees working in these areas must wear the provided hearing protection at all times.

If a machine or operation is suspected of generating noise levels above 85 dB(A), workers must wear hearing protection until a formal noise assessment can be carried out to confirm the exact levels.

Areas where the noise levels exceed 85 dB(A) will be designated as a Hearing Protection Zone. All persons entering this zone must wear appropriate hearing protection.

Noise Levels Between 80 dB(A) and 85 dB(A):

If noise levels are found to be between 80 dB(A) and 85 dB(A), hearing protection will still be provided, and workers will be expected to wear it. This helps to mitigate the risk of long-term hearing damage and prevent exposure to higher levels of noise that may occur.

Visitor Safety:

Visitors to the site must be made aware of the potential noise hazards. Appropriate hearing protection will be provided, and visitors must wear this protection in designated areas with elevated noise levels.

Employee Responsibilities:

Employees issued with hearing protection equipment must:

- Look after the equipment to ensure it remains in good condition.
- Wear the hearing protection whenever required, particularly in areas where noise levels exceed 85 dB(A).
- Report any defects or damage to their Line Manager or Supervisor so that faulty equipment can be replaced or repaired.

Office Safety

Ensuring a safe and healthy office environment is essential for promoting the wellbeing of all employees and preventing workplace injuries. The following guidelines have been established in accordance with the Health and Safety at Work Act (1974) and The Workplace (Health, Safety and Welfare) Regulations 1992 to ensure compliance and safeguard employees' health in office settings.

1. Office Layout and Space Requirements

A tidy, well-organised office environment is fundamental to ensuring general safety and health. It is important that the office layout is planned to optimise space and minimise hazards. In cases where the premises are not ideal, the layout must be carefully designed to address any potential risks.

The space occupied by machinery, desks, furniture, and other equipment must be considered to ensure sufficient space for movement and the well-being of all employees. Crowded or poorly laid out offices can create unsafe conditions that increase the risk of accidents.

2. Space Per Person

According to the Workplace Regulations 1992, the minimum space for each person working in the office should be at least 11 cubic metres. In cases where the ceiling height exceeds 3 metres, only the first 3 metres of ceiling height will be considered in the space calculation.

In addition to office staff, consideration should be given to the number of visitors expected in the office at any given time. This ensures that there is enough space for safe and comfortable access, especially in common areas or meeting rooms.

3. Ergonomics and Workplace Design

Ergonomics is a critical aspect of workplace safety, and an improper office design can lead to a range of health issues, including work-related upper limb disorders, repetitive strain injuries, and back strain. The layout of the office, seating, desks, and other furniture must be carefully considered to prevent these types of injuries.

Gable will take all reasonable steps to ensure that the office environment is designed in a way that minimises ergonomic hazards. This includes arranging furniture to support good posture, providing adjustable chairs, and ensuring that workstations are set up to encourage safe working practices.

Gable will regularly assess the office layout for potential ergonomic hazards and implement suitable control measures where necessary. This includes providing employee training to ensure they understand the risks and know how to use their workstation correctly.

4. Display Screen Equipment (DSE) Regulations

Employees who regularly use display screen equipment (DSE) for more than one continuous hour per day are considered "users" under the Display Screen Equipment Regulations. It is important that these individuals assess their workstations to ensure they are set up to prevent discomfort and injury.

Users are required to carry out a self-assessment of their workstation using a self-assessment form. If necessary, a competent person will then conduct a further assessment to ensure that the workstation meets all safety requirements.

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5. General Safety Considerations

Lighting: Sufficient lighting should be provided throughout the office to avoid eye strain and ensure that employees can work comfortably.

Temperature Control: The office temperature should be maintained at a level that is comfortable for the majority of staff, typically between 16°C and 24°C. This is particularly important during seasonal changes or when using heating or air conditioning systems.

Ventilation: Good ventilation should be maintained to provide fresh air and reduce the build-up of harmful gases or stale air. The office should be free from unpleasant odours and properly ventilated.

Fire Safety: Ensure that all fire exits are clearly marked and unobstructed. Employees should be familiar with fire safety procedures and regularly participate in fire drills. Fire extinguishers must be easily accessible and maintained.

Overhead Electricity Cables Safety

Hazards

Working near or under overhead electricity cables presents significant hazards, primarily related to electrocution from accidental contact or from the presence of conductive materials near the cables. Other risks include:

Slips, Trips, and Falls: Due to obstacles like cables or equipment.

Contact with Moving Machinery / Plant: If machinery is used in proximity to the overhead cables.

Collapse of Stored Materials: Materials in proximity to the lines may collapse or fall if not properly secured.

Hazardous Substances: Exposure to electrical hazards when working with or near live cables.

Control Measures for Overhead Cables

To manage the risks associated with working near or under overhead electricity lines, the following controls will be implemented:

Barrier Protection and Safety Zones

If access is only possible on one side: Barriers will be placed only on the side where access is required. However, if the overhead line crosses the entire site, barriers will be required on both sides.

For metal scaffold poles or conductive materials: A barrier must be constructed to exclude people and mobile plant from the danger zone. The barrier can be:

- A stout rail and post fence
- Large steel drums filled with rubble or concrete placed at regular intervals
- Substantial timber baulks to act as wheel stops

Distinctive Marking: Barriers such as fences, posts, and oil drums must be clearly marked with red and white stripes to ensure visibility.

Material Storage

No materials should be stored in the area between the overhead lines and the ground level barriers, to avoid obstruction and reduce the risk of contact with live cables.

Sites Where Plant Will Pass Under Lines (but not Work)

Passageway Design: The passageway for vehicles or machinery that will pass under overhead lines should be made as narrow as possible and aligned at a right angle to the overhead lines.

Fencing and Goalposts: The passageway must be fenced to clearly mark the route, with goalposts erected at each end. These goalposts must be made from rigid, non-conductive material, such as timber or plastic pipe, and clearly marked.

Crossbar Height: Warning notices should be posted near the goalposts indicating the crossbar height and instructing drivers to lower their jibs beneath this height.

Well-Maintained Passageway: The surface of the passageway must be level and properly maintained to prevent undue bouncing of vehicles passing under the lines.

Sites Where Work Will Be Done Beneath the Lines

Ground-Level Work: If work must be carried out under live overhead lines, additional precautions are essential:

- Obtain the safe clearance height from the electricity supplier.
- Ensure that plant, equipment, or hand tools that could reach beyond the safe distance are not brought under the line.
- Modify plant equipment, such as cranes or excavators, with physical restraints to prevent them from reaching beyond the safe clearance limit.

- A responsible person must directly supervise all access to the area and the operation of plant beneath the line.

Above Ground-Level Work:

- The electricity supplier and safety consultants must be consulted about work methods and precautions before any work is carried out above ground.
- The use of tools or equipment that could extend beyond the safe clearance distance, such as scaffold poles, should be avoided.

- Work should be carried out under direct supervision by a responsible person, who is familiar with the hazards and appointed to ensure that safety precautions are strictly observed.

Workplace Safety Monitoring

Supervision: A designated person with knowledge of the risks posed by overhead power lines should oversee all work in proximity to these hazards.

Warning Notices: Adequate warning signs should be posted around the area indicating the presence of overhead lines and the associated risks, ensuring that all personnel and visitors are aware of the potential dangers.

Prohibited Activities: Plant or equipment should never be allowed to operate beneath or too close to overhead lines without prior consultation with the electricity supplier to ensure safety.

Permit to Work System

The Permit to Work System is a formal procedure designed to ensure that all high-risk activities are carefully planned, authorised, and carried out in a controlled and safe manner. This system is particularly crucial for operations that present significant hazards, requiring additional precautions to protect employees, contractors, and other personnel on-site. The system involves issuing specific permits that detail the scope of work, safety measures, and conditions under which the work can proceed.

The following permits are included in the Permit to Work System:

1. Hot Works Permit (F.7.1.1)

This permit is required for any activity involving open flames, sparks, or high temperatures that could pose a fire hazard, such as welding, cutting, grinding, or the use of blowtorches.

Key Requirements:

A two-hour fire watch must be conducted post-work to monitor for smouldering materials or hidden ignition sources.

Fire extinguishers and other fire-fighting equipment must be readily available at the worksite.

Flammable materials must be removed or adequately shielded within a safe radius of the hot work area.

The area must be inspected and declared safe before and after the completion of the task.

2. Work at Height Permit (Access to Roof with Unguarded Edges) (F.7.1.2)

This permit is required for any work carried out at height with unguarded edges or other elevated locations.

Key Requirements:

A thorough risk assessment must be conducted to identify potential fall hazards.

Suitable fall prevention measures, such as guardrails, temporary edge protection, or fixed barriers, must be in place.

Personal protective equipment (PPE) such as harnesses and lanyards must be provided and used where required.

All personnel involved must be trained and competent in working at height and the use of fall arrest systems.

Weather conditions must be assessed to ensure they do not pose an additional risk to the safety of the operation.

3. Permit to Excavate (F.7.1.3)

This permit is necessary for any excavation work, such as trenching, digging, or tunnelling, where there is a risk of ground instability, underground services, or other hazards.

Key Requirements:

Utility services must be identified, located, and marked before excavation begins. Cable avoidance tools (CAT) and ground-penetrating radar (GPR) should be used.

Shoring, trench boxes, or other ground support systems must be in place where required to prevent collapse.

The excavation site must be appropriately barricaded and signed to prevent unauthorised access.

Adequate measures must be implemented to manage the risk of water ingress or flooding.

A competent supervisor must oversee the excavation activities to ensure ongoing compliance with safety standards.

4. Room Access Permit (F.7.1.4)

This permit is required for controlled access to restricted rooms where there is the potential for client staff or students to be present.,

Key Requirements:

Operatives must be easily contactable

Work undertaken within specified time frames

Location segregated from access

Client notification of the works

General Permit-to-Work Process:

Permit Issuance:

A competent person must issue the relevant permit following a thorough assessment of the planned work and associated risks.

The permit must clearly define the scope of work, authorised personnel, and the duration of the permit.

Pre-Work Inspections:

The work area must be inspected to ensure compliance with all specified safety measures before work commences.

Permit Display:

The active permit must be visibly displayed at the worksite to inform all personnel of the ongoing authorised activity.

Monitoring and Supervision:

Continuous monitoring must be conducted throughout the permitted activity to ensure compliance with safety requirements.

Supervisors must intervene immediately if unsafe practices or conditions are observed.

Permit Closure:

Upon completion of the work, the permit must be signed off by the authorised person to confirm that the worksite has been left in a safe condition.

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) refers to all types of protective clothing and equipment worn by workers to protect them from one or more workplace hazards that could endanger their health or safety. This includes head protection, eye protection, hearing protection, hand protection, foot protection, respiratory protective equipment (RPE), and other items such as high-visibility clothing. The use of PPE should always be considered as a last resort after other protective measures (e.g. collective protection, work organisation, and risk control procedures) have been implemented to reduce or eliminate workplace hazards.

While PPE plays a critical role in reducing risk, it should not be the primary method of hazard control. All risks must first be assessed and controlled through engineering controls, administrative controls, and safe work practices. PPE should only be used where risks cannot be adequately controlled by these other means.

The employer has the responsibility to provide PPE to workers at no cost, and this extends to contractors working on-site as well. Contractors are expected to supply their own PPE where it is impractical for Gable to provide it, such as for items like safety footwear or weather-resistant clothing.

Selection of PPE

The selection of PPE must be based on a thorough risk assessment by a competent person. This assessment should identify the specific hazards present on-site, the appropriate PPE needed for protection, and any legal or regulatory requirements. PPE must be selected based on the following criteria:

Adequate Protection: PPE should be appropriate for the identified hazards and offer the necessary level of protection.

Compliance with Standards: PPE must meet the relevant British (BS) or European (EN) standards. For example, helmets should conform to BS EN 397, eye protection to BS EN 166, and gloves to BS EN 388.

Suitability for the Worker: PPE must be properly sized and fit the worker. It should not restrict movement or cause discomfort, as this could lead to non-compliance.

Compatibility with Other PPE: The selected PPE must work well with other items, such as hearing protection or face shields.

The employer must ensure that PPE is maintained in good condition and replaced when necessary. All PPE must be kept clean, hygienic, and in good working order to remain effective. If PPE is damaged or no longer fits, it should be replaced immediately.

Head Protection

Safety Helmets: It is company policy that all workers on-site must wear safety helmets at all times. These helmets must conform to BS EN 397, the standard for industrial safety helmets, and must be worn in all areas where there is a risk of head injury. This includes situations where materials could fall or in areas where workers are exposed to potential impacts.

Exemptions: Head protection may not be required in areas such as site offices, mess rooms, canteens, toilet blocks, or inside the cabs of protected vehicles, unless the work being carried out presents a risk of head injury.

Damaged Helmets: Helmets that are damaged (e.g., cracked, scratched, or with broken straps) must be immediately replaced. Helmets exposed to sunlight or used regularly should be replaced after three years, even if no visible damage is present.

Bump Caps: These may only be used in situations where head protection conforming to BS EN 397 cannot be worn due to confined spaces, provided there is no risk of being struck by falling materials. These are only

permitted under permission from Gables Health and Safety Advisor

Eye Protection

General Requirements: Eye protection must comply with BS EN 166 and be suitable for the specific risk (e.g., flying particles, chemicals, hot metals). The correct grade of protection should be selected based on the identified hazard:

Flying Particles: Eye protection must meet BS EN 166B (impact protection).

Chemicals: For chemical exposure, eye protection should be rated BS EN 166-3 (chemical protection).

Hot Metal: Eye protection for work involving hot metal should meet BS EN 166-9 (hot metal protection).

Fit and Comfort: Protective eyewear should be properly fitted to prevent discomfort and to ensure that no hazardous substances can enter through gaps. A frame that accommodates various lenses is highly recommended to ensure flexibility.

Hearing Protection

Noise Hazards: Many construction activities generate noise levels that can cause hearing damage over time. An appropriate noise assessment must be conducted, and hearing protection should be provided where necessary.

Conformance: Hearing protection must conform to BS EN 352 standards.

Effectiveness: Hearing protection should effectively reduce noise exposure based on the specific risks identified. Earplugs or earmuffs should be selected depending on the noise level and type of work.

Maintenance: If the hearing protection is reusable, it must be kept clean and maintained in good condition. It must be replaced if damaged or worn out.

Hand Protection

Glove Selection: The selection of gloves should be based on the specific hazards identified in the workplace, such as cuts, abrasions, chemicals, temperature, or moisture.

Material and Type:

Leather Gloves: For protection against abrasion or rough materials.

PVC Gloves: For resistance to water, oil, or chemicals.

Rubber Gloves: For tasks such as paint spraying or degreasing.

Thermal Gloves: For high-temperature work.

Fit and Comfort: Gloves must fit well and allow for dexterity and flexibility. Gloves that restrict movement should not be used.

Respiratory Protective Equipment (RPE)

General Requirements: RPE must be provided to workers exposed to harmful airborne contaminants. These may include dust, fumes, gases, or vapours, where the contaminant cannot be controlled through ventilation or other engineering measures.

Oxygen Deficiency: RPE cannot be used in oxygen-deficient atmospheres where breathing apparatus (BA) is required.

Selection: RPE should be selected based on the following factors:

- The extent and nature of the airborne hazard.

The level of protection required, as indicated by approved standards (e.g., HSE-approved RPE).

- The fit of the respirator to the wearer's face.

Training and Maintenance: All workers required to wear RPE must receive training in its selection, use, and maintenance, including emergency procedures. RPE should be cleaned, inspected, and replaced as necessary to maintain its effectiveness.

Foot Protection

Safety Footwear: All workers must wear safety boots that provide toe protection (steel-toe caps) and protect against sharp objects penetrating the sole (steel midsoles). Footwear must comply with BS EN 345 (safety footwear).

Wellington Boots: When workers are exposed to wet conditions, such as when working in mud or concrete, they must be provided with safety Wellington boots that have steel toe caps and midsoles.

Footwear for Subcontractors: Subcontractors are responsible for providing their own footwear in compliance with site-specific safety requirements. Trainers and soft shoes are not permitted on site under normal conditions.

Sun Protection

UV Protection: Workers who are exposed to the sun during outdoor work must be informed of the risks of UV radiation and the need for protection. Employees should cover exposed skin, and sunblock should be applied to protect against harmful UV rays. High-visibility clothing should also be worn in sunny conditions to ensure visibility.

Protective Clothing

High-Visibility Clothing: All workers who are exposed to moving traffic, vehicles, or plant must wear high-visibility clothing, such as jackets, tabards, or waistcoats. On high-speed roads (where the speed limit exceeds 30 mph), jackets with sleeves are preferred.

Weather Protection: Workers exposed to inclement weather conditions must be provided with suitable clothing to protect them against wet and cold weather. This may include waterproof jackets, thermal clothing, or insulated gear.

Compliance with Legislation and Best Practices

This PPE policy complies with The Personal Protective Equipment at Work Regulations 1992 (as amended), The Health and Safety at Work Act 1974, and relevant British Standards (e.g., BS EN 397, BS EN 166, BS EN 352) and European Standards (e.g., EN 149, EN 166). It also aligns with best practices in the construction industry and aims to minimize workplace injuries by ensuring that appropriate PPE is provided and used effectively.

By following this policy, Gable. ensures that workers are protected from workplace hazards, contributing to a safer, healthier working environment.

Employee Responsibilities Regarding PPE

While the employer is responsible for providing Personal Protective Equipment (PPE), employees also have crucial responsibilities to ensure that PPE is used correctly, maintained, and stored properly. Clear communication of these responsibilities is essential to the health and safety of everyone on site. The following outlines the key responsibilities of employees regarding PPE:

Proper Use of PPE

Wearing PPE Correctly: Employees must wear the PPE provided by the employer at all times when exposed to hazards on site. This includes all forms of PPE (e.g., helmets, gloves, eye protection, hearing protection, etc.) as specified by the risk assessment.

Using PPE as Directed: PPE must be used in accordance with any instructions or training provided. Employees should not alter, misuse, or remove PPE unless it is safe to do so.

Wearing PPE Consistently: Employees must ensure that PPE is worn throughout the duration of the work process whenever required. This includes not only during active tasks but also when entering areas where hazards exist.

Maintenance and Care of PPE

Proper Maintenance: Employees must take reasonable care of their PPE and keep it in good working condition. This includes cleaning, storing, and inspecting PPE regularly to ensure it remains effective.

Reporting Damaged or Faulty PPE: Employees must immediately report any damage or defect to their PPE, such as cracks, tears, or broken parts. PPE that is damaged or defective should not be used and should be replaced as soon as possible.

Cleaning and Storing PPE: Employees are responsible for keeping their PPE clean, especially items like gloves and eye protection. Employees should also store their PPE properly when not in use to avoid damage.

Correct Fitting of PPE

Ensure Proper Fit: Employees must ensure that all PPE is properly fitted to them. Ill-fitting PPE can be uncomfortable and may not provide adequate protection. Employees should ensure that helmets, gloves, boots, and other items are adjusted to fit their body size and shape.

Seek Assistance if Needed: If employees are unsure about the correct fitting or use of PPE, they should ask for assistance from their supervisor, safety officer, or the designated person in charge of health and safety.

Participation in PPE Training

Engage in Training: Employees must participate in all training sessions regarding the proper use, maintenance, and care of PPE. This training will help employees understand the specific PPE needed for different tasks, how to wear and maintain it, and what to do in case of an emergency.

Follow Instructions: Employees must follow any safety procedures and guidelines provided during the training, particularly when learning how to use new or unfamiliar equipment.

Responsibility for Personal PPE

Personal PPE: If employees are required to supply their own PPE (e.g., safety footwear or weather clothing), they are responsible for ensuring that it meets the required safety standards. Employees must ensure that personal PPE is compliant with the appropriate British or European standards, is in good condition, and is suitable for the work they will be doing.

Reporting Issues with Personal PPE: Employees must report any concerns about their personal PPE to their employer, particularly if it does not provide adequate protection or if it has become worn or damaged.

Cooperation with PPE Inspections

Allow for PPE Inspections: Employees must cooperate with any scheduled or random PPE inspections conducted by supervisors or safety officers. These inspections are conducted to ensure that PPE is in good working order and that employees are complying with PPE requirements.

Compliance with Safety Audits: During audits or safety reviews, employees must fully cooperate and provide any necessary information about their PPE usage, condition, or concerns.

Non-Compliance

Consequences of Non-Compliance: Employees must understand that failure to wear, use, or maintain the required PPE is a serious violation of health and safety regulations. Non-compliance can result in disciplinary action, including removal from site, fines, or even legal consequences.

Accountability: Employees are personally accountable for ensuring they follow PPE requirements. Failure to comply with PPE policies may lead to increased risk of injury and could jeopardise the safety of others on site.

Emergency Use of PPE

Be Prepared for Emergencies: Employees must be aware of any emergency procedures related to the use of PPE, including what additional PPE might be required during specific emergency situations (e.g., chemical spill, fire, or exposure to hazardous substances).

Report Defective PPE After an Emergency: If PPE is exposed to hazardous substances or is damaged during an emergency, employees must report it immediately so that it can be replaced before the next use.

PPE for Contractors and Visitors

Responsibility for Contractors and Visitors: Employees who supervise contractors or visitors on site must ensure that they have the appropriate PPE and are following all safety protocols. This includes ensuring that visitors are informed of site-specific safety rules and are provided with the necessary PPE.

Power Tools

Power tools are essential in the construction industry, but their misuse or improper maintenance can lead to serious injuries or fatalities. Power tools can be divided into several categories, each with specific hazards that must be controlled. Employers are responsible for ensuring that workers are adequately trained and supervised, and that proper safety measures are in place. These responsibilities include ensuring the correct tools are used for the right tasks and ensuring compliance with relevant legislation and best practices.

The use of power tools must be controlled through proper training, maintenance, and supervision. Below are general precautions for each type of power tool, expanded to ensure compliance with relevant legislation, best practices, and standards such as the Health and Safety at Work Act 1974, the Provision and Use of Work Equipment Regulations (PUWER) 1998, and the Control of Substances Hazardous to Health Regulations (COSHH).

1. Pneumatic Tools

Pneumatic tools are commonly used in construction and manufacturing but pose specific hazards due to the high pressure of the air supply and the physical demands on the user.

General Precautions:

Proper Connection: Pneumatic tools must be correctly connected to the air supply, using appropriate couplers. All hose joints should use double couplers or other manufacturer-approved matching couplers to prevent accidental detachment during use.

Control Valve: A control valve must always be fitted to every pneumatic tool to ensure that the air supply can be turned off when the tool is not in use. This is a requirement under PUWER, which mandates that equipment is safe for use.

Safety for "Blowing Out": When air lines are used to blow debris or clean equipment, operators and nearby personnel must wear suitable eye protection, as flying particles can cause serious injury.

Shutdown Procedures: Before disconnecting any pneumatic tool, the air supply must be turned off at the shut-off valve. This prevents accidental release of compressed air, which could cause injury.

Safety Protection: Personal protective equipment (PPE) such as eye protection, hearing protection, gloves, and safety footwear must be worn when using pneumatic tools. This aligns with the Personal Protective Equipment at Work Regulations 1992.

Maintenance and Inspections: Regular maintenance and inspection of pneumatic tools are necessary to ensure they are in good working order. Broken or worn parts should be replaced immediately to prevent malfunction.

Sharpening: Tools such as breakers should have their steel points regularly sharpened to maintain their efficiency and reduce the risk of strain-related injuries.

2. Electrical Tools

Electrical tools are one of the most commonly used types of power tools on construction sites, but they also carry significant risks due to electrical hazards.

General Precautions:

Voltage Requirements: Only 110V electrical tools should be used on construction sites to reduce the risk of electric shock, as 110V is considered safer for site conditions (as opposed to 240V).

Regular Inspections: Electrical tools should be thoroughly inspected before use and regularly during operation. This includes checking for exposed wiring, faulty switches, or signs of damage. The requirement to inspect electrical equipment is in line with the Electricity at Work Regulations 1989.

Testing and Certification: All electrical tools must be tested by a qualified electrician every three months. A safety certificate must be issued after each inspection. This is a legal requirement under the Health and Safety at Work Act 1974 and the Electricity at Work Regulations 1989.

Earthing Requirements: All electrical tools, except for double-insulated or all-insulated tools, must be properly earthed. This prevents electrical shock hazards if a fault occurs.

Maintaining Cables and Connections: All cables, plugs, and socket connections must be maintained in good condition to prevent short-circuiting or electric shock risks. Damaged cables should be replaced immediately.

Unauthorised Modifications: Tools must not be tampered with or modified by employees. Only qualified electricians should carry out repairs or modifications, in line with PUWER and the Electricity at Work Regulations.

3. *Petrol / Disel Engine Tools*

Petrol-powered tools are widely used on construction sites due to their portability, but their use can present hazards related to fuel handling, exhaust gases, and noise.

General Precautions:

Refuelling Procedures: Refuelling of fuel-powered tools should only occur in well-ventilated areas. Fuel caps on the machines and containers should be securely replaced after refuelling to avoid fuel spillage.

Exhaust Fumes: The exhaust gases of fuel-powered tools are toxic. These tools should only be used in well-ventilated areas or where ventilation systems are in place. Failure to ensure proper ventilation can result in the accumulation of harmful fumes, leading to serious health risks, as per the Control of Substances Hazardous to Health (COSHH) regulations.

Personal Protective Equipment: Operators must wear hearing protection due to the high noise levels produced by petrol-powered tools. Eye protection is also necessary to shield the operator from debris and sparks. This aligns with the Noise at Work Regulations 2005 and the Personal Protective Equipment at Work Regulations 1992.

Proper Storage: Petrol / diesel tools should be stored in designated, safe areas away from open flames or heat sources. Fuel should be stored in approved containers, in line with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

4. Cordless Tools

Cordless tools provide flexibility and convenience, but improper handling of batteries can create risks, including overheating, fire, or even explosion.

General Precautions:

Battery Safety: Workers should never allow metal objects, such as nails or coins, to come into contact with the exposed terminals of the battery, as this can cause a short circuit. Always store batteries away from conductive materials and in the tool or charger.

Use of Protective Caps: If a protective cap is provided for the battery, it should always be used to prevent accidental short-circuiting.

Charging and Storage: Batteries should be charged in accordance with the manufacturer's guidelines. Never charge batteries in areas where there is a risk of ignition or where flammable materials are present.

5. Portable Generators

Portable generators are often used on construction sites to provide power in areas without direct access to electricity. However, they present several risks, particularly related to exhaust fumes, noise, and refuelling.

General Precautions:

Ventilation: Generators should only be used in well-ventilated areas to prevent the build-up of toxic exhaust gases, which can cause respiratory issues or death. Where ventilation is inadequate, suitable trunking should be installed to direct exhaust fumes away from work areas.

Noise Control: Generators that exceed 85dB(A) should be positioned so that they do not pose a risk to hearing. Operators and nearby workers should wear hearing protection when working near these machines, as required by the Noise at Work Regulations 2005.

Pre-Use Inspections: Generators should be inspected for fuel and oil leaks before the first use and checked daily. This is part of the requirements under PUWER and the Control of Substances Hazardous to Health Regulations (COSHH).

Refuelling: Generators should only be refuelled when the engine is switched off and cold. Refuelling with a hot engine is highly dangerous, as it can cause fires or explosions. Suitable gloves and eye protection must be worn when handling fuel, in compliance with COSHH.

Electrical Testing: Generators should be electrically tested before first use and every three months thereafter. Electrical leads and connections must be checked daily for damage, and any defects should be rectified before the generator is used.

Fire Safety: Suitable fire extinguishers (dry powder) should be kept adjacent to the operating position of portable generators to ensure quick response in case of fire.

Pregnancy and Work

In line with health and safety legislation, Gable acknowledges its responsibility to ensure a safe working environment for all employees, including those who are pregnant. To provide the necessary support and safeguard the health of pregnant employees, the following procedures and considerations must be implemented.

1. Risk Assessment for Pregnant Employees

Upon notification of pregnancy, a Risk Assessment must be carried out to evaluate potential risks to the health and safety of the employee and their unborn child. This assessment will identify any aspects of the employee's work that could pose a risk due to physical, chemical, or environmental factors.

The risk assessment will be updated regularly, particularly if there are any changes in the nature of the work, working conditions, or the employee's health during the pregnancy.

2. Identifying Potential Risks

The risk assessment will consider, but is not limited to, the following potential risks:

Physical Hazards: Tasks involving heavy lifting, manual handling, or repetitive physical exertion may pose a risk to a pregnant employee. Pregnancy-related fatigue and musculoskeletal changes can make such activities more strenuous.

Chemical Exposure: Pregnant employees may be at an increased risk of harm from exposure to harmful chemicals, biological agents, or environmental toxins, which can potentially affect the health of both the mother and the unborn child.

Environmental Factors: Working in environments with extreme temperatures, high noise levels, or exposure to vibrating equipment could pose additional risks during pregnancy.

Stress: High levels of stress, long working hours, or psychological pressure can adversely affect a pregnant employee's wellbeing.

3. Adjustments to Work Duties

Based on the risk assessment, reasonable adjustments must be made to the employee's duties where required to reduce or eliminate any identified risks. Possible adjustments may include:

- Modifying or lightening physical tasks, such as lifting or standing for prolonged periods.
- Providing more frequent breaks or adjusting work hours to accommodate fatigue.
- Providing alternative duties that are safe for both the employee and the unborn child.

If it is not possible to make reasonable adjustments to the employee's current role, the employee may be offered alternative work that poses no risk to their health, where feasible.

4. Health and Safety Support

Pregnancy-related Absence: Pregnant employees are entitled to attend medical appointments, including antenatal care, during working hours. Reasonable time off should be given for these appointments without penalty.

5. Pregnancy and Maternity Leave

Maternity Leave: Employees are entitled to maternity leave in line with statutory regulations, and they will be informed of their rights under the Maternity and Parental Leave Regulations. This includes entitlement to Statutory Maternity Pay (SMP) and other benefits. This can be seen in more detail in the employee handbook

6. Return to Work After Maternity Leave

Upon returning to work after maternity leave, Gable will carry out a Return to Work Risk Assessment to ensure that the employee's role is safe to return to, considering any changes in their health or personal circumstances following childbirth.

If any adjustments are necessary, Gable will work with the employee to ensure a smooth transition back to work.

7. Confidentiality

All information regarding pregnancy, medical conditions, or maternity leave will be treated as confidential and handled in accordance with Gable's data protection and privacy policies.

Smoking

Gable fully supports the Smokefree England legislation, which came into effect in July 2007, and has implemented a comprehensive No Smoking policy across all of its workplaces. The policy aims to protect the health and wellbeing of employees, contractors, and visitors by eliminating exposure to second-hand smoke in the workplace.

1. Smokefree Premises and Workplaces

The Smokefree England law applies to virtually all 'enclosed' and 'substantially enclosed' public places and workplaces, including both permanent and temporary structures. This encompasses a wide range of environments, from offices and warehouses to tents and marquees used for work activities.

As a result, smoking is prohibited indoors and in enclosed or substantially enclosed areas within the workplace.

2. Smokefree Vehicles

The law requires that vehicles used for work purposes be smokefree, specifically:

Vehicles transporting members of the public or used for paid or voluntary work by more than one person must remain smokefree at all times, even if they are not occupied by more than one person at the time.

Private vehicles used solely for personal purposes are not required to be smokefree under this legislation.

Smoking in company vehicles or any vehicles used for work purposes is prohibited.

3. Display of No-Smoking Signs

To comply with the Smokefree England legislation, no-smoking signs must be clearly displayed at all workplace premises and vehicles that fall under the smokefree regulations.

These signs will be placed at prominent positions at every entrance to smokefree premises, ensuring that employees, visitors, and contractors are aware of the policy.

4. Smoking Restrictions on Client's Premises

Smoking is not permitted on any Client's premises or work areas unless explicitly permitted by the Client under their own smoking policies.

Employees must respect and comply with any additional smoking restrictions set by clients when working on their premises.

5. Designated Smoking Areas

Where applicable, Gable will provide designated smoking areas outside the workplace, where smoking is permitted, away from doorways, windows, and ventilation intakes to prevent smoke from entering enclosed areas.

These designated areas will be maintained clean and safe for use by smokers.

6. Employee Responsibilities

All employees must comply with the No Smoking policy and refrain from smoking in any restricted areas.

Employees are expected to respect Gable's smokefree environment and adhere to the designated smoking areas outside of the workplace.

7. Enforcement and Compliance

Employees found smoking in restricted areas or failing to comply with the smokefree policy will be subject to disciplinary action.

Management will regularly monitor and enforce the policy to ensure full compliance.

Protection of the Public

Construction sites can pose significant risks to the public, especially when members of the public are accidentally exposed to hazards. These risks are preventable, and it is the responsibility of site managers, contractors, and all those in charge to take proactive steps to protect the public from harm. Each year, a significant number of injuries and fatalities involve individuals who are not directly involved in the construction work but who are affected by inadequate safety measures.

In a ten-year study conducted by the Health and Safety Executive (HSE), it was found that construction activities resulted in the deaths of 88 members of the public, including 27 children, with over 1,250 people being seriously injured, of which 450 were children. Many of these incidents could have been prevented by implementing robust site protection measures.

Responsibilities for Site Protection

To prevent such incidents and ensure the safety of the public, Gable must take all reasonable and practicable steps to prevent access to construction sites by unauthorised persons, particularly children and vulnerable individuals. The key to this is to establish physical barriers and control access to the site. These must be in place prior to the commencement of any works, it is the responsibility of the contracts manager for the project to ensure this.

1. Site Perimeter Fencing

Perimeter fencing serves as a crucial barrier between the public and the construction site. The following requirements must be followed for all construction sites, where reasonably practicable:

Fence Height and Construction

The perimeter fence must be at least 2 metres high to prevent accidental access or intrusion by unauthorised individuals.

The fence must be robust and difficult to climb. This can be achieved by either using close-boarded fencing or a mesh fence with mesh size not exceeding 30mm, to prevent climbing.

Structural Integrity

All support posts of the fencing must be securely anchored to ensure stability. This prevents the fence from being knocked over or breached by external forces.

Fencing must be maintained in good condition to ensure its continued effectiveness in preventing unauthorised access.

Access Control

Gates at access openings should be locked at all times when the site is unoccupied. This prevents any unsupervised access to the site.

When gates are in use, there must be supervision to ensure that the gates are not left open without proper control.

Materials should not be placed in a manner that makes it easier for individuals to climb over the fence. The area around the fence should be kept clear to maintain the integrity of the perimeter.

Warning Signs

Warning notices should be clearly displayed on the perimeter fence. These signs should inform the public of the construction activities taking place and warn of the potential dangers. The notices should be easily visible and legible, especially at access points and public access areas.

Enforcement of Safety

Site managers and supervisors should regularly check that the perimeter fence is intact and effective. Any damage or breaches should be addressed immediately to prevent unauthorised access.

2. Restrictions on Access to the Site

To further ensure the safety of the public, it is crucial that the public and unauthorised persons are prevented from entering construction sites. The following measures should be enforced:

Access Control

Access points to the site should be strictly controlled, with proper gatekeeping to ensure that only authorised personnel enter the construction area.

Entry permits or passes may be issued to workers, contractors, and any other authorised personnel, to ensure that only people with legitimate business on the site can enter.

Young Persons

It is Gable's strict policy that no persons under the age of 18 are allowed on any construction site under any circumstances. This is in line with health and safety regulations designed to protect young persons from the inherent risks on construction sites, such as heavy machinery, hazardous substances, and other dangers.

If a breach of this policy is detected, disciplinary action will be taken against the person responsible for allowing an underage person onto the site. This is a vital part of enforcing health and safety legislation and maintaining the integrity of the site safety procedures.

3. Public Awareness and Communication

While physical barriers are essential, it is also important to engage with the public to raise awareness of the risks associated with construction sites.

Public Awareness Campaigns: Where possible, local communities should be informed about ongoing construction works and potential hazards. This can be done via posters, local newsletters, or community meetings.

Clear Signage: Along with perimeter fencing, clear signage should also be placed around the construction area to alert the public to any immediate hazards and to warn against entry. These signs should include contact details for emergencies, including a helpline or local authorities.

4. Monitoring and Supervision

Ongoing supervision is vital in maintaining the safety of the site. Site managers and safety officers should conduct regular checks to ensure:

- That the perimeter fence and gates remain secure and undamaged.
- That the warning signs are clearly visible and in good condition.

That no unauthorised persons, particularly children, are found near the site.

Remote Working

Gable recognises the importance of maintaining health and safety standards for employees engaged in remote working or telecommuting. This policy outlines the responsibilities and measures necessary to ensure a safe and productive work environment outside the traditional office or worksite.

1. Purpose

This policy ensures:

- The health, safety, and welfare of employees working remotely.
- Compliance with applicable health and safety legislation, including the Health and Safety at Work etc. Act 1974 and related regulations.
- Clear guidance for remote working arrangements to minimise risks associated with home or remote work environments.

2. Scope

This policy applies to all employees authorised to work remotely or telecommute, whether permanently or occasionally, including those working from home, co-working spaces, or other remote locations.

3. Employer Responsibilities

Gable is committed to ensuring a safe remote working environment by:.

Provision of Equipment:

Supplying appropriate equipment such as laptops, monitors, keyboards, and ergonomic chairs where necessary.

Ensuring all equipment complies with safety and operational standards.

Training:

Providing training on safe workstation setup, ergonomic practices, and digital security for remote work.

Communication and Support:

Ensuring regular communication between remote employees and line managers to address concerns.

Offering mental health support and resources to combat isolation or work-related stress.

4. Employee Responsibilities

Employees are responsible for their safety while working remotely and must:

Workspace Setup:

Ensure their remote workspace is free from hazards such as trailing cables, clutter, or poor lighting.

Arrange workstations to promote good posture and minimise strain, ensuring the following:

- Desk height is suitable for comfortable typing.
- Screen is at eye level to avoid neck strain.
- Use of an adjustable chair that supports the lower back.

Compliance with Policy:

Follow all company policies regarding health, safety, and cybersecurity while working remotely.

Reporting Issues:

- Immediately report any accidents, incidents, or health concerns to their line manager.
- Notify Gable of any changes to their working environment that could affect safety.

Work-Life Balance:

Take regular breaks as recommended under the Working Time Regulations 1998 to prevent fatigue or overworking.

5. Cybersecurity and Data Protection

Employees must follow Gable's cybersecurity policies when working remotely to ensure compliance with the UK General Data Protection Regulation (UK GDPR):

- Use secure connections such as a company-provided VPN.

- Lock devices when not in use.
- Safeguard sensitive information from unauthorised access.

Refusal to Work Procedure

Every employee has the right to refuse to work in an unsafe environment or if they believe the tasks they are asked to perform present an immediate or significant risk to their health, safety, or welfare. This right is enshrined in UK health and safety legislation, including the Health and Safety at Work Act 1974, and must be respected by all parties without the fear of discrimination, retaliation, or dismissal.

Procedure for Refusal to Work:

Cease Work Immediately:

If an operative believes that the work is unsafe, they must immediately stop working. This includes any tasks that may pose a direct or indirect risk to their own health, safety, or the safety of others.

Report to Supervisor or Management:

Once work has ceased, the operative must promptly inform their immediate Supervisor, Contract Manager, or the office of their refusal to work. Clear communication is essential, and the operative should state the specific reasons for the refusal, including any identified hazards or risks.

Identify Relevant Risks:

The operative must explain their concerns with reference to the relevant Health, Safety, and Environmental risk assessments, method statements, and any other applicable safety documentation. This ensures that the concern is tied to an actual or perceived safety risk in line with the project's risk management procedures.

Resolution Process:

The Supervisor or Manager must assess the situation and address the concern promptly. They will review the task, the identified risks, and the proposed mitigation strategies. The operative should not resume work until they are fully satisfied that all safety concerns have been addressed and that any necessary amendments to the task or environment have been made.

Consultation with Senior Management:

If the operative's concerns cannot be resolved immediately or to their satisfaction, they have the right to escalate the matter to a senior member of staff, such as a Director or other designated management personnel. The operative should formally request the presence of a Director or a suitably qualified safety representative to further investigate and resolve issues.

No Work Until Resolved:

The operative must not recommence any work until they are fully satisfied that the issues have been resolved, and the work environment is safe. If further safety measures or changes are required to mitigate risks, these must be implemented before work can resume.

Key Considerations:

Right to Refuse: This procedure is in place to ensure operatives have a clear, formal process to exercise their legal right to refuse work if they perceive a risk to their health and safety. This is a legal entitlement.

Non-Discriminatory: Gable will not tolerate any form of discrimination, victimisation, or retaliation against an employee who exercises their right to refuse unsafe work. Any allegations of discrimination will be investigated thoroughly and appropriate action will be taken if necessary.

Health and Safety Legislation Compliance: This procedure is fully aligned with the provisions of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Employment Rights Act 1996, ensuring employees are protected and their rights are upheld.

Ongoing Training and Communication: All employees will receive appropriate training on the procedure for refusal to work, the identification of unsafe work conditions, and their legal rights regarding health and safety. Regular toolbox talks, safety meetings, and

communication with the workforce will ensure that everyone is aware of their rights and responsibilities.

Resolution and Investigation:

In all cases, Gable will carry out a full investigation to assess whether the refusal was justified. If the refusal is found to be due to genuine safety concerns, corrective action will be taken to prevent similar situations in the future.

If the refusal is deemed to be unjustified, Gable will provide additional support to the operative, ensuring they fully understand the safety processes and procedures involved in the task.

Risk Assessment and Review Procedures

Gable is committed to identifying, evaluating, and mitigating workplace risks to ensure the safety, health, and welfare of employees, contractors, visitors, and the public. These procedures comply with the Management of Health and Safety at Work Regulations 1999 and other relevant legislation.

1. Purpose

The purpose of these procedures is to:

- Systematically identify hazards in the workplace or associated with work activities.
- Evaluate the likelihood and severity of risks arising from these hazards.
- Implement control measures to eliminate or minimise risks to an acceptable level.
- Ensure continual review and updating of risk assessments.

2. Responsibilities

Employer Responsibilities:

Gable will:

- Ensure risk assessments are carried out for all activities, premises, and equipment.
- Provide adequate resources for implementing control measures.
- Communicate risk assessments and control measures to relevant parties.

Manager Responsibilities:

Managers are responsible for:

- Ensuring risk assessments are conducted in their areas of control.
- Monitoring the effectiveness of control measures.
- Supporting employees in implementing safety protocols.
- Reviewing risk assessments regularly (minimum of 6-month intervals)

Employee Responsibilities:

Employees are required to:

- Participate in the risk assessment process when necessary.
- Follow control measures and safe systems of work.
- Report hazards or risks to their line manager.

3. Risk Assessment Process

Step 1: Identify Hazards

Responsibility – Contracts manager and Health and Safety Manager

Hazards can include:

- Physical hazards (e.g., machinery, noise, slips, and trips).
- Chemical hazards (e.g., exposure to hazardous substances).
- Biological hazards (e.g., exposure to bacteria or viruses).
- Psychosocial hazards (e.g., stress, bullying, lone working).
- Ergonomic hazards (e.g., repetitive strain, poor workstation setup).

Step 2: Assess Risks

Responsibility – Contracts manager and Health and Safety Manager

- Evaluate the likelihood of harm (rare, unlikely, possible, likely, very likely).
- Assess the severity of harm (minor injury, major injury, fatality).

- Use a risk matrix to categorise the risk (low, medium, high, or critical).

Step 3: Determine Control Measures

Responsibility – Contracts manager and Health and Safety Manager

Control measures will follow the Hierarchy of Control:

1. Elimination: Remove the hazard entirely.
2. Substitution: Replace the hazard with something less hazardous.
3. Engineering Controls: Isolate people from the hazard (e.g., barriers, ventilation).
4. Administrative Controls: Change how people work (e.g., training, signage).
5. Personal Protective Equipment (PPE): Use protective clothing or equipment.

Step 4: Document the Risk Assessment

Responsibility – Health and Safety Manager

- Record the findings, including identified hazards, risks, and implemented controls.
- Clearly outline who may be harmed and how.

Step 5: Implement and Communicate

Responsibility – Contracts manager

- Ensure all employees understand the risk assessment and control measures.
- Provide training where necessary.

Step 6: Monitor and Review

Responsibility – Contracts manager

Regularly review risk assessments to ensure they remain relevant.

Update risk assessments when changes occur, such as:

- New equipment or processes.
- Changes to the workplace environment.
- Incidents or near misses

4. Specific Risk Assessment Types

Gable will conduct the following specific risk assessments, where relevant along side operational risk assessments for the foreseen activities:

Manual Handling – In compliance with the Manual Handling Operations Regulations 1992.

Display Screen Equipment (DSE) – As required by the Health and Safety (Display Screen Equipment) Regulations 1992.

COSHH Assessments – For hazardous substances as per the Control of Substances Hazardous to Health Regulations 2002.

Fire Risk Assessment – In accordance with the Regulatory Reform (Fire Safety) Order 2005.

Work at Height Assessments – Following the Work at Height Regulations 2005.

Noise and Vibration Assessments – Per the Control of Noise at Work Regulations 2005 and Control of Vibration at Work Regulations 2005.

5. Review Procedure

When to Review Risk Assessments

Internal risk assessments will be reviewed:

- Annually, as part of routine health and safety checks.
- After incidents or near misses.
- Bi-annually on site by contracts manager
- When significant changes occur (e.g., new processes, work locations, or equipment).
- When new legislation or guidance is introduced.

External risk assessments

risk assessments and method statements provided by subcontractors will be reviewed both by the contracts manager for the project and the health and safety manager, the health and safety manager will sign off subcontractor rams unless they have authorised the contracts manager to do so in writing.

Who Conducts the Review?

The health and safety manager will review templates and generic risk assessments on an annual basis

Contracts managers will review on site risk assessment on a bi-annual basis (2x a year).

How to Conduct the Review:

1. Reassess the hazards and risks based on current information.
2. Evaluate the effectiveness of existing control measures.
3. Identify any gaps or areas for improvement.
4. Update documentation to reflect changes and communicate updates to employees.

6. Record-Keeping

Gable will maintain:

- Records of all risk assessments and reviews.
- Logs of training and communication related to risk assessments.
- Incident reports and subsequent risk assessment amendments.

Roofing Works

Roofing work is one of the most hazardous activities in construction, with falls from height being a leading cause of fatalities. On average, 40 people are killed each year as a result of falls from roofs. Many of these fatalities could be prevented by using proper safety equipment and establishing a robust system of work. The main hazards associated with roof work include:

- Falls of persons
- Falls of materials, tools, and equipment

To mitigate these risks, specific precautions, safety measures, and work procedures must be followed, in line with the Health and Safety at Work Act 1974 and the Work at Height Regulations 2005. Proper planning, training, and safety equipment can help prevent accidents on roofing sites.

Precautions and Planning (Work at Height Regulations Apply)

Roof work must be carried out only by people who possess the required competence, knowledge, and training to safely perform the tasks involved. Before starting any roof work, a thorough assessment of the hazards must be conducted, and all appropriate safety measures must be implemented. The planning should take into account not only the tasks at hand but also the safety of others on or near the site, including the public and other workers.

A safe system of work must be devised, which includes:

- Method statements and risk assessments for all complex roof work activities (e.g., working on steep or fragile roofs).
- All involved parties, including management and operatives, must be familiar with the system and understand the procedures for safe working at height.

Flat Roofs

A flat roof is defined as a roof with a pitch of less than 10°. Working on flat roofs carries inherent risks, and adequate precautions must be taken:

Safe access and egress: Must be provided and maintained at all times, ensuring that workers can safely access and leave the roof.

Edge Protection: If there is no parapet or similar barrier, suitable edge protection must be installed. This may include:

- Guardrails and toe boards.
- A barrier set back from the edge if no one will approach the edge.

If work is being done on the leading edge, the following conditions must apply:

- A safe system of work must be implemented to prevent falls.
- Barriers must be erected or re-erected immediately after work ceases.
- Roof Openings (e.g., skylights) must be securely covered or protected with barriers (guardrails or substantial covers), or a crash deck should be installed underneath if the risk of falling through is high.

Open Edge Protection

During the installation or fixing of roof sheets, or during any other work near open edges, several types of fall protection systems can be used:

- Birdcage scaffolding or underlay decking beneath the working area, erected by certified scaffolders.
- Mobile scaffold towers positioned directly beneath the work area.
- Mobile powered platforms, such as scissor lifts, to provide stable work platforms.
- Proprietary purlin trolleys fitted with guardrails, toe boards, and brick-guards to prevent falls.
- Staging boards, clipped together and secured, with the appropriate edge protection.

Additionally, workers must wear fall arrest systems, such as full-body harnesses (BS EN 361 standard), and ensure that safety nets are installed as close to the working area as possible to catch any falling workers.

Sheet Handling

Roof sheets and materials must be handled with care to avoid the risk of falls or damage:

Roof sheets should be stored on scaffold loading platforms or securely across purlins at eaves level, ensuring that the structure is not overloaded.

Mobile access equipment (e.g., scaffolding, mobile elevated work platforms) or safety harnesses should be used to retrieve sheets from un-decked areas.

Sheets must be securely lashed down at the end of each working day to prevent them from being blown or shifted by the wind.

Loose debris must be cleared from the working area at all times.

Sloping Roofs

A sloping roof has a pitch of more than 10°, and the following procedures must be observed for safe working:

Roofs with a pitch of 30° or more, or between 10° and 30° if slippery, should be worked on only by workers who are physically capable.

Safe working methods include:

- Crawling ladders or crawling boards secured to prevent slipping.
- Catch barriers or platforms erected at the eaves, or a 600mm wide working platform with guardrails.

Steep Roofs

Roofs with a slope greater than 50° must be treated as steep roofs. In these cases:

A working platform should be provided to ensure safety.

Steeper roofs, or those made slippery by weather conditions, require special precautions and should be approached with extreme caution.

Gable policies cover the use of Gable Fallsafe, CAT Scaffolding, and Guttercare UK Ltd, ensuring that all personnel are properly trained and equipped to work on steep roofs.

Chimneys

When working on or around chimneys:

- Lightweight stagings should be used to support workers safely when working near or on chimneys.
- Crawling Boards / Ladders

Crawling boards and ladders should:

- Be strong, well-constructed, and properly maintained.
- Be properly supported to prevent slipping or instability.
- Be securely fixed to the roof ridge to prevent accidents.
- Ridge hooks must not bear directly on ridge tiles or capping tiles to avoid instability.

Crawling boards are not required if strong roof battens are available to provide safe handholds or footholds, but they must be spaced no more than 400mm apart.

Fragile Roofs

Fragile roofing materials, such as asbestos, glass, plastic, and cement sheets, require special precautions:

- Workers must use crawling boards to distribute their weight across the roof, with at least two boards in use at all times. This prevents any weight being placed directly on fragile materials.
- The boards must be a minimum of 600mm wide.

The practice of "walking the line of the bolts" should be avoided at all costs. Instead, proper walkways or crawling boards should be used.

Roof Walkways

Walkways near fragile materials (such as valleys, parapets, or gutters) must be:

Provided with suitable guardrails to prevent falls.

Alternatively, fragile materials must be securely covered to prevent any possibility of falling through.

Weather Conditions

Weather conditions must be considered when planning roof work:

- Wind speed, precipitation, and visibility should be monitored.
- If weather conditions deteriorate, a risk assessment should be carried out to determine whether to suspend or continue work.

Workers should inspect the roof before work begins to ensure that it is safe to proceed.

Protection of the Public

To ensure the safety of the public:

Where roof work is taking place near public areas or pathways, measures must be implemented to prevent falling materials, tools, or debris from causing harm.

Barriers or physical protection may be necessary at ground level to protect passersby from falling objects.

Waste materials (e.g., slates, tiles, etc.) should never be thrown from roofs. Instead, they should be safely lowered into skips or baskets, or dropped via enclosed debris chutes, which should be securely closed when not in use.

Safe Ladder Use

Risk Assessment:

A thorough risk assessment must be conducted before using a ladder to determine if it is the safest option available. If there are other options (e.g., scaffolding, platform lifts), these should be considered before selecting a ladder.

Ensure that ladders are only used for short-duration tasks, typically not exceeding one hour per work operation. For any task expected to last longer, an alternative form of access should be used.

Ladder Selection:

Ensure that the correct class of ladder is selected for the work task, taking into account the ladder's load-bearing capacity and suitability for the environment in which it will be used. Ladders should conform to BS EN 131 for industrial use.

Ladders must be fit for the intended purpose. Check that the ladder is rated for the specific task, whether for light, medium, or heavy-duty use.

Pre-use Inspection:

Ladders must be inspected before use to ensure they are safe. Inspections should check for:

Visible damage, such as cracks, dents, or bending.

Excessive wear on the rungs or stiles.

The absence of missing rungs.

The ladder is free from grease, oil, or other slippery substances that could cause slippage.

That the ladder is set up in the correct orientation (the correct way up).

Weekly Inspection:

Ladders should be inspected weekly by a competent person for damage, wear, and other potential issues. Any ladder found to be defective must be immediately taken out of service and repaired or replaced.

Placing and Positioning Ladders

Firm, Level Base

Ladders must be placed on a firm, level surface to prevent slipping or instability. The ground should be free from debris, loose material, or uneven areas that could compromise the ladder's stability.

If the base of the ladder is on soft ground or areas subject to movement, a stabilising platform or base unit should be used to provide additional support.

Correct Angle

Ladders should be positioned at the correct angle, approximately 1 metre out for every 4 metres of height (a 75° angle). This ensures the ladder is stable and minimizes the risk of it toppling over.

Securing Ladders

Ladders longer than 3 metres must be secured at the top (if possible) to prevent them from slipping. This can be done using:

Tie-off points or securing the top of the ladder to a stable structure or anchor.

If securing at the top is not possible, the bottom of the ladder must be secured using guy ropes or similar methods. This involves securing the ladder between the stiles and stakes driven into the ground or fixed to a stable point such as a fence or building.

In the absence of securing equipment, a competent person should hold the ladder at the base to ensure stability during use.

Usage Restrictions

One Person at a Time:

Only one person should be allowed on the ladder at any given time. Overloading the ladder or having multiple workers on it can lead to instability and increase the risk of falls.

Workers should not carry tools or materials while climbing or descending the ladder. If tools are needed, use a tool belt or fall-arrest systems to carry them safely.

Step Ladders

Step ladders, commonly used for short-duration tasks, require specific precautions to ensure safety:

Condition and Suitability:

Step ladders must be sound, in good condition, and free from any damage. They must have the legs fully extended and locked into place to ensure stability.

Only industrial-grade step ladders that conform to BS EN 131 should be used. Domestic or lightweight ladders are not suitable for construction or work environments.

Stable Ground:

Step ladders must be placed on firm, level ground to prevent tipping or instability. If the ground is uneven or unstable, the ladder must be adjusted or moved to a safer location.

Short-duration Use:

Step ladders should only be used for short-duration tasks. If the task will require extended use, consider using a scaffold tower or other safe means of access.

Never Overreach:

Workers should avoid overreaching when standing on a ladder. If the task requires reaching beyond the ladder, the worker should descend the ladder and reposition it.

Training and Competency

All personnel who are required to use ladders must undergo appropriate training in ladder safety and be competent in the correct use, inspection, and positioning of ladders.

Workers should be aware of the risks associated with ladder use and understand the safety measures that should be followed.

Emergency Procedures

In the event of a fall from a ladder, workers should be aware of the procedures for first aid and emergency response. Supervisors should ensure that appropriate first aid kits are available on-site and that all workers know the emergency contact numbers for the site.

Scaffolding

Scaffolding is essential for providing stable working platforms for personnel working at height. However, scaffolding poses significant hazards that must be managed through careful planning, design, erection, use, and monitoring. Compliance with current regulations and guidance, such as The Work at Height Regulations 2005, TG20:21, BS EN 12811-1, and the latest NASC SG4 guidelines, is crucial for ensuring safety.

Scaffolding Hazards

The primary hazards associated with scaffolding include:

Falls from Height: Personnel may fall due to unstable platforms, inadequate guardrails, or improper access.

Falling Materials: Tools, equipment, and debris can fall from scaffolds, posing a risk to workers below.

Scaffold Collapse: This can result from:

- Unsuitable base: Scaffolds erected on uneven, soft, or unstable ground.
- Overloading: Exceeding the scaffold's safe working load.
- Unsound materials: Using damaged or substandard components.
- Incorrect components: Using incompatible parts or not adhering to design specifications.
- Untrained personnel: Inexperienced or unqualified scaffolders erecting or modifying scaffolding.
- Unauthorised interference: Non-scaffolders altering or using scaffolds without supervision.

Striking by Vehicles: Scaffolds near roads or traffic areas are at risk of being struck by vehicles, endangering workers and the structure.

Adverse Weather Conditions: Weather conditions such as strong winds, rain, or snow can affect scaffold stability and the safety of those working on or near the scaffold.

Overhead Cables and Obstructions: Scaffolders working near overhead power lines or other obstructions may be exposed to electrocution or physical hazards.

Planning and Design of Scaffolding

Skilled and Trained Personnel:

Only competent and trained scaffolders should be employed to erect, alter, or dismantle scaffolds. This ensures compliance with the necessary safety standards.

Scaffold erection must be in line with TG20:21 (the current scaffolding design standard) and BS EN 12811-1.

Risk Assessment and Method Statement (RAMS):

A comprehensive risk assessment and method statement must be prepared before scaffolding work commences. These documents should outline potential hazards, necessary safety precautions, access/egress, and other site-specific risks, such as proximity to overhead cables or traffic.

Structural Design:

Scaffold designs must accommodate the anticipated loading capacity and site conditions. The design should ensure proper bracing, ledgers, standards, and guardrails to prevent collapse and ensure worker safety.

Consideration of environmental factors is essential, particularly the impact of adverse weather conditions (e.g., high winds) on scaffold stability.

Base and Surface Preparation

Scaffolds must be erected on solid, level ground or appropriately prepared surfaces. Base plates and timber sole boards should be used where necessary to distribute the load and avoid settling or instability.

Site Controls and Monitoring

Competent Scaffold Erectors:

Only competent scaffolders should be allowed to erect, alter, or dismantle scaffolds. These personnel must be qualified and possess sufficient training and experience.

Work involving scaffolds should be supervised by a competent person who can assess risks and ensure that scaffolds are safe and compliant.

Access and Egress:

Ensure that safe access and egress are provided for workers using scaffolds. For regular access to high levels, consider the use of stair access instead of ladders, and ensure this is agreed during the planning stage.

Material Handling:

Scaffold materials must be stored correctly and organised to prevent instability and tripping hazards.

Materials should only be placed on scaffolds using appropriate means. Mechanical means should only be used through a properly constructed loading bay with adequate fall protection.

Overhead Hazards:

The presence of overhead cables or other obstructions must be addressed during the planning phase. If scaffolding is being erected near such hazards, a specific Method Statement must be developed, and safety zones should be established where possible.

Fall Arrest Systems

Fall Arrest Measures:

Scaffolders should follow the updated NASC SG4:10 guidelines regarding safe erection and use of scaffolds, including the implementation of appropriate fall arrest systems (e.g., safety harnesses, lanyards, and anchorage points) where required.

Edge Protection:

Guardrails, toe boards, and brick guards must be fitted to all working platforms to prevent falls from height, especially at elevated levels.

Safety Nets:

Where there is a risk of falling materials or personnel, the use of safety nets should be considered to catch falling debris or workers.

Qualifications and Training

Competency Standards:

Scaffolders must hold a CISRS (Construction Industry Scaffolders Record Scheme) card or equivalent qualifications to demonstrate they have received proper training in scaffold safety.

Training should be refreshed regularly to ensure scaffolders remain updated on the latest standards, equipment, and techniques.

Supervision and Site Management:

Scaffolders must be supervised by a competent person or site manager who can assess risks and ensure that the scaffolding is safe and in compliance with regulations. Supervisors must also ensure that emergency procedures are understood by all personnel working on or near scaffolding.

Pull Testing

Pull Testing is a crucial method used to ensure the integrity of scaffold anchorage points and connections, especially in high-risk environments where scaffolding is subjected to significant loads or environmental stresses.

Purpose of Pull Testing:

Pull testing is used to verify the strength and stability of anchor points, ties, and other load-bearing connections in scaffolding.

It ensures that the scaffold is securely fixed to the structure and that there is no risk of failure during use.

When Pull Testing is Required:

Pull testing must be conducted on tie anchors and base connections before the scaffold is used by personnel.

Testing should be carried out periodically, especially after alterations or following adverse weather conditions, such as high winds or storms, which may affect the structural integrity of the scaffold.

Methodology:

The pull test should be carried out in accordance with the relevant guidance, such as BS EN 12811-1 and TG20:21, using calibrated testing equipment.

A test load should be applied to the anchor or tie, and the connection should withstand the load without displacement or failure.

The results of the pull test must be recorded, and the tests must be performed by competent personnel who have the training and expertise in conducting such tests.

Documentation:

All pull testing results should be documented and retained as part of the scaffolding inspection records. This is to be registered on QA form F.4.1.12 by the scaffolding supervisor.

If any anchor point or connection fails the pull test, it must be immediately rectified before the scaffold can be used.

Compliance Sheets and Scaffold Designs

Before any scaffold is erected on-site, it is vital that detailed compliance sheets or design calculations are produced by the scaffolding contractor to ensure that the structure is safe, fit for purpose, and meets regulatory requirements.

Compliance Sheets:

Compliance sheets are essential documents that verify that the scaffolding design complies with the relevant design codes and safety standards. These sheets are produced by the designer and should include:

- Scaffold type and configuration
- Load-bearing capacities for the scaffold
- Material specifications (including scaffold tube, fittings, and platforms)
- Wind loading considerations
- Bracing and tie requirements
- Access and egress provisions

Compliance sheets must be provided to the contracts manager in good time before erection and kept on record throughout the scaffolding's use.

Scaffold Design:

Scaffold designs must be prepared by a qualified scaffold designer in accordance with the current standards such as TG20:21, BS EN 12811, and BS5973. The designer must ensure that the design considers:

- Working loads
- Access and stability
- Tie-in points to the building or structure
- Health and safety considerations such as edge protection and fall prevention
- Environmental conditions that may affect the scaffold (e.g., exposure to wind, rain, etc.)

Design Sign-off:

The scaffold design must be reviewed and signed off by the contracts manager or a competent person before any work begins. This ensures that all elements of the scaffold are suitable for the intended purpose and comply with legal requirements.

Approval:

A formal approval process should be in place where scaffolding designs and compliance sheets are submitted to relevant stakeholders, such as health and safety officers, client representatives, and structural engineers, to ensure comprehensive safety and compliance checks.

Inspection

A robust inspection process is essential for maintaining scaffolding safety and ensuring that it continues to meet safety requirements throughout its use.

Daily Inspections:

Scaffolds must be inspected daily before use, especially after adverse weather conditions, to check for any damage, instability, or wear and tear.

The competent person conducting the inspection should assess key elements such as guardrails, platform stability, access points, and tie-ins to the building structure. This is a visual inspection and not required to be recorded.

Weekly Inspections:

In addition to daily checks, scaffolds should undergo a thorough weekly inspection by a qualified scaffold inspector.

These inspections should focus on identifying long-term issues, such as the degradation of materials or the effects of weathering, and ensuring that all components remain securely in place.

Post-Alteration Inspections:

Following any significant alterations, such as additional levels or new ties being added, scaffolds must undergo an inspection before they are used again. The changes should be checked for compliance with the original design and for any risks that may have been introduced during modification.

Record Keeping:

All inspections, whether daily, weekly, or after alterations, must be documented in a scaffold inspection log. The log should include the date, the name of the inspector, any findings, and any corrective actions taken.

Third-Party Inspections:

In high-risk or complex scaffolding situations, consider engaging a third-party inspector to review the scaffold for an independent assessment of safety compliance.

Handover Certifications

Before scaffolding is handed over for use on-site, a formal handover process must take place to ensure that the scaffold is safe and fully compliant with regulatory requirements. The handover certification confirms that the scaffold has been inspected, tested, and approved for use.

Handover Certification:

A Handover Certificate should be issued at the end of scaffold erection, stating that the scaffold complies with all relevant standards and has been inspected and tested (where necessary).

The certificate must be signed by a competent person (e.g., a qualified scaffolder or scaffold supervisor) who has inspected the scaffold and confirmed its compliance with the scaffold design and safety standards.

Handover Process:

The Handover Certificate must be provided to the client or site manager, who can then sign off on the scaffold as being fit for use.

If the scaffold is altered or dismantled, a new handover certification should be issued to verify the changes made and their compliance with the original design and safety standards.

Records and Documentation:

The handover certificate and all relevant documentation, including compliance sheets, design calculations, inspection records, and pull test results, should be kept on-site as part of the scaffold safety record.

These documents should be available for inspection by regulatory authorities or safety inspectors as required.

The handover certification should be printed and made available on site as well as submitted electronically to ensure that there is a tracked record of it being issued to the client.

Temporary Use:

If scaffolding is intended for temporary use, the handover certification should include details of any temporary adjustments or modifications made to ensure the scaffold remains compliant throughout its period of use.

Security Measures and Site Access Control

Effective security measures and controlled site access are vital to protect personnel, property, and sensitive information, as well as to ensure compliance with applicable health, safety, and environmental standards. The following procedures outline Gable's approach to securing its premises and work sites.

1. Objectives

- Protect employees, visitors, and contractors from unauthorised access.
- Safeguard company assets, equipment, and confidential information.
- Prevent unauthorised removal of materials, equipment, or information.
- Ensure compliance with site safety regulations.

2. Responsibilities

Contracts Manager

- Ensure that sufficient security resources are available on site prior to commencement
- Ensure that the site has been set up in accordance with policy and logistics plans.

Site Supervisor/Manager

- Ensure all security measures are implemented and adhered to on-site.
- Monitor and update access control systems as required.
- Investigate breaches of security and take corrective action.

Employees and Contractors

- Follow site security procedures.
- Report any suspicious activity, unauthorised access, or breaches to their supervisor immediately.
- Wear identification badges and provide credentials upon request.

Visitors

- Adhere to site access control procedures and remain under supervision at all times while on-site.

3. Access Control Procedures

Site Access Points

- Designate specific access points for entry and exit.
- Maintain secure barriers or gates, at all access points. These must be closed and locked when not in use unless otherwise agreed with the client and health and safety manager.
- Display clear signage indicating authorised personnel only areas.

Sign-In/Sign-Out Protocols

- Require all personnel, including visitors, to sign in and out daily using the site register
- This must include name, organisation, reason for visit, and time of entry/exit.

Visitor Access

- Visitors must be pre-approved, and their details communicated to the site manager / supervisor/
- Visitors must be escorted at all times and provided with a site induction
- Unscheduled or unauthorised visitors will be denied access.

Contractor Access

- Contractors must present evidence of health and safety compliance this includes providing a signed approved copy of their RAMS as well as key certification (CSCS, CPSC, CISRS etc.)
- Access is only granted after proper verification of credentials and briefing on site-specific rules.

4. Physical Security Measures

Perimeter Security

- Maintain secure fencing or walls around the site at all times this will typically be in the form of HERAS, hazard tape, chapter 8 or crowd barriers are not sufficient.
- Install security gates with locks

Surveillance Systems

Dependant on the site, it might be required to deploy CCTV cameras to monitor access points and critical areas of the site.

Ensure cameras are operational, with recordings retained for at least 30 days for incident investigation.

Lighting

Where required, provide adequate lighting at access points and around the site perimeter to deter unauthorised access.

Security Personnel

Where required employ trained security personnel to monitor access points, conduct patrols, and respond to incidents.

5. Vehicle and Equipment Security

Vehicle Access

- Restrict vehicle access to authorised personnel and vehicles.
- Inspect vehicles entering or leaving the site for unauthorised materials or equipment.
- Maintain a log of vehicle movements on and off the site.

Parking Areas

- Designate secure parking areas for employees, visitors, and contractors.
- Prohibit parking outside authorised zones.

Equipment and Material Storage

- Store tools, equipment, and materials in locked storage units or secured areas.
- Maintain an inventory of equipment, and conduct regular audits to detect loss or theft.

6. Emergency and Incident Response

Breaches of Security

- Immediately report and investigate all security breaches.
- Secure the site and assess potential threats to personnel or property.
- Notify law enforcement if necessary and follow up with a detailed incident report.

Evacuation Procedures

- Ensure emergency evacuation procedures are in place, with secure access points for emergency responders. This will be in line with the site emergency action plan.
- Maintain an updated list of personnel on-site to account for all individuals during evacuations.

7. Data and Document Security

Access to Sensitive Areas

- Restrict access to areas containing sensitive documents, IT systems, or valuable equipment to authorised personnel only.
- Use locks, keypads, or biometric systems to secure high-risk areas.

Document Disposal

- Shred or securely dispose of sensitive documents no longer required.
- Maintain secure storage for active project files and records.

Site Welfare Facilities Standards

Gable is committed to ensuring all work sites comply with the highest standards for welfare facilities, in line with legal requirements and industry best practices. Adequate welfare provisions are essential to safeguard the health, safety, and comfort of all employees, contractors, and visitors.

1. Objectives

Provide accessible and well-maintained welfare facilities that meet the needs of site personnel.

Comply with the requirements set out in the Construction (Design and Management) Regulations 2015 (CDM).

Promote health, hygiene, and dignity on site.

2. Legal Requirements

Under the CDM Regulations 2015, employers are required to provide appropriate welfare facilities from the start of the project until its completion. These must include:

- Sanitary conveniences.
- Washing facilities.
- Drinking water.
- Rest facilities.
- Facilities for changing and storing clothing.

3. Welfare Facility Standards

Sanitary Conveniences

Quantity and Accessibility: Provide enough toilets for the number of site personnel, located conveniently close to work areas.

Design: Separate facilities for men and women or lockable unisex facilities.

Hygiene: The site manager / Supervisor must ensure facilities are kept clean, ventilated, and adequately lit.

Provisions: Include toilet paper, handwashing facilities, and sanitary disposal units where necessary.

Washing Facilities

Hot and Cold Water: Provide running hot and cold (or warm) water suitable for washing hands, face, and forearms.

Soap and Drying Facilities: Ensure soap or hand-cleaning agents are available, along with towels or hand dryers.

Proximity to Toilets: Locate washing facilities close to sanitary conveniences.

Showers: Provide showers if the work is physically demanding, involves hazardous substances, or may result in significant contamination.

Drinking Water

Access: Supply an adequate amount of fresh, clean drinking water.

Labelling: Clearly mark drinking water points to avoid confusion.

Containers: Use covered containers or direct piped water systems to maintain hygiene, if this is not possible, supply bottled drinking water.

Rest Facilities

Shelter from Weather: Provide a rest area where workers can sit, protected from adverse weather conditions.

Seating: Equip rest areas with seating that has backs.

Eating Areas: Provide facilities where workers can prepare and consume meals hygienically. These should include a clean surface, a kettle or microwave, and a means of waste disposal.

Smoking Areas: Designate a separate, well-ventilated area for smoking away from non-smokers and work zones.

Changing Facilities and Storage

Changing Rooms: Provide changing areas where workers need to change into and out of protective clothing.

Secure Storage: Ensure lockers or similar storage for personal clothing and protective equipment to prevent damage or contamination.

Drying Areas: Include facilities for drying wet clothing or PPE.

4. Responsibilities

Site Supervisor/Manager

- Ensure all welfare facilities are in place before work begins.
- Conduct regular checks to confirm facilities are clean, operational, and adequately stocked.
- Arrange for immediate repairs or replacements when issues are identified.

Employees and Contractors

- Use welfare facilities responsibly and report any issues to the Site Supervisor.
- Maintain cleanliness and hygiene within welfare areas.

Subcontractors

- Comply with the site welfare arrangements and contribute to maintaining standards.

5. Maintenance and Inspections

Daily Cleaning: Ensure all welfare facilities are cleaned daily and restocked as required.

Weekly Inspections: Conduct formal weekly inspections to assess the condition and adequacy of welfare provisions.

Pest Control: Implement measures to control pests around welfare areas, particularly in rest and food preparation zones.

6. Enhancements for Remote or Challenging Sites

For sites with limited access to infrastructure, additional measures may include:

- Portable toilet units with regular servicing and emptying.
- Mobile welfare units equipped with washing, resting, and eating facilities.
- Bottled water and disposable cups for drinking.

7. Legislative Compliance

This policy aligns with:

- Construction (Design and Management) Regulations 2015 (CDM).
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- The Health and Safety at Work etc. Act 1974.
- The Equality Act 2010 (ensuring facilities are accessible to all, including individuals with disabilities).

8. Continuous Improvement

Conduct periodic reviews of welfare standards and benchmark against industry best practices.

Engage with employees to receive feedback on welfare provisions and identify areas for improvement.

Invest in innovative solutions, such as eco-friendly or energy-efficient welfare units.

Static and Mobile Towers

Tower scaffolds, both static and mobile, are versatile and widely used in the construction and maintenance industries for work at height. Proper planning, management, and adherence to safety standards are crucial to prevent hazards such as falls from height, collapse, or equipment failure. This section provides guidance on the responsibilities of both management and employees to ensure the safe use and operation of static and mobile towers.

Main Hazards

The key hazards associated with static and mobile towers include:

- Collapse due to instability or structural failure
- Falls of persons from the scaffold platform
- Falls of materials from the working platform, posing risks to workers below
- Overhead cables, especially power lines, which present significant electrocution risks
- Overloading of the scaffold structure, which can lead to catastrophic failure
- Site conditions, such as uneven or soft ground, that can compromise tower stability
- Defective materials, such as worn or damaged scaffold components

Precautions

Foundations

Static Towers:

Static towers should only be erected on firm, level ground. If the ground is soft or uneven, a solid foundation such as a concrete base is required. If this is not feasible, timber sole boards must be used to spread the load evenly and prevent sinking or instability.

Base plates should always be used to ensure the correct distribution of load.

Mobile Towers:

Mobile towers must be placed on hard, level surfaces to prevent tipping.

The wheels or castors must be at least 125 mm in diameter and be equipped with brakes that can be securely engaged and prevented from being accidentally released.

The maximum permitted load of each tower and the wheels should be clearly marked and must never be exceeded.

Stability

Wind Loading

Where wind conditions may affect the stability of the tower, the scaffold must be tied to the structure it serves or secured with additional stabilising measures such as ground anchors, guy ropes, or kentledge (counterweights).

The height to base ratio should be in line with manufacturer guidelines, but where the ratio exceeds the recommended limits, additional measures must be taken to prevent tipping or collapse.

Height Adjustments:

Towers should never be extended by stacking additional scaffolding components or by placing a ladder or steps on top of the tower. This creates a severe risk of instability. The design height should be adhered to, with extensions made only by certified methods or with additional bracing where necessary.

Working Platforms

Platform Design:

Platforms must be fully boarded and at least 600 mm wide, or 800 mm wide if used for the deposition of materials.

Timber scaffold boards (38mm thickness) must be supported every 1.2 meters along their length to prevent sagging or instability.

Platforms must be cleated or supported using proprietary fittings to prevent the platform from sliding or tipping.

Trap doors or hatches must always be closed when the platform is in use to prevent trip hazards and ensure worker safety.

Load Distribution:

Ensure that all loads on the platform are evenly distributed and that no concentrated weight could cause tipping or overload.

Guardrails and Toeboards

All working platforms must be equipped with guardrails and toeboards to prevent workers from falling off the tower and to prevent materials from falling off the edge of the platform.

Guardrails should be installed at 950 mm to 1100 mm above the working platform, with a toeboard height of at least 150 mm.

During Use of Towers

Continuous Monitoring:

Continuous monitoring must be carried out to ensure that the tower remains safe during use. This includes checking for overloading, ensuring that the maximum weight limit is not exceeded, and confirming that the stabilisers are in place and correctly adjusted after each move.

Moving the Tower:

Towers should only be moved by applying force to the base section. No personnel should be on the platform while the tower is being moved.

The tower should be moved only on level ground, and care should be taken not to move the tower near openings or other hazards (e.g., edges, ditches, or uneven surfaces).

Access and Egress:

A secure means of access (e.g., ladder or stairway) must always be provided for workers on the tower, especially when the tower is in use at height.

Access points must be free from obstructions and should be clearly marked to avoid accidents.

Overhead Obstructions:

When using mobile towers, special care should be taken to avoid overhead obstructions such as cranes, electrical cables, and other hazards.

Power lines: A risk assessment should be carried out before erecting or moving towers near overhead power lines. If necessary, electrical isolation or protective barriers should be used to mitigate risk.

Stabilisers and Repositioning

When stabilisers are required, they must be properly positioned and repositioned after each move of the tower.

Repositioning stabilisers is critical for maintaining the tower's stability, especially when moving the tower on uneven or sloping ground.

Inspection and Maintenance

Pre-use Inspections:

Before any tower is used, a competent person must perform a thorough inspection to ensure all components are intact, free from defects, and properly assembled.

Mobile towers should undergo a wheel and brake check to confirm that the castors are in good working order, securely fixed, and lockable.

Weekly Inspections:

Towers must be inspected at least once a week by a competent person to ensure that all components are in good condition. Special attention should be given to

checking for corrosion, wear and tear, and structural integrity.

Post-alteration Inspections:

Any changes to the tower, including adjustments to height or repositioning, must be followed by an inspection to ensure compliance with safety standards.

Maintenance and Repairs:

Any damaged components must be immediately repaired or replaced. Only approved spare parts should be used for repairs, and these must be compatible with the original design specifications.

Training and Competence

Only competent personnel who have received proper training in tower assembly, use, and safety procedures should be involved in the erection, alteration, or dismantling of static and mobile towers.

Workers using the tower must be trained in fall prevention techniques, and all personnel should be made aware of the hazards and safety measures before using the equipment.

Stress Management and Mental Health Policy

Gable is committed to promoting and maintaining the mental health and well-being of all employees. Recognising the importance of mental health as equal to physical health, this policy outlines strategies and measures to prevent work-related stress and support employees experiencing mental health challenges.

1. Objectives

- Identify and address the causes of workplace stress.
- Provide a supportive environment that promotes mental health and well-being.
- Equip managers and employees with tools to recognise and manage stress effectively.
- Ensure all employees have access to appropriate support and resources.

2. Legal Framework

This policy aligns with:

Health and Safety at Work etc. Act 1974 – Employers have a duty to ensure the health, safety, and welfare of employees at work.

Management of Health and Safety at Work Regulations 1999 – Requires employers to assess and manage workplace risks, including stress.

Equality Act 2010 – Protects employees with mental health conditions against discrimination.

3. Recognising Stress and Mental Health Issues

Stress is the adverse reaction people experience when demands exceed their capacity to cope. Prolonged stress can lead to mental health conditions such as anxiety or depression.

Signs of Stress

- Increased absenteeism or reduced productivity.
- Changes in mood, behaviour, or communication.
- Physical symptoms such as fatigue, headaches, or difficulty concentrating.

Common Workplace Stressors

- Excessive workloads or tight deadlines.
- Poor communication or lack of clarity in roles.
- Interpersonal conflicts.
- Job insecurity or organisational change.

4. Prevention and Management of Workplace Stress

Risk Assessments

Conduct regular stress risk assessments to identify potential stressors.

Implement measures to reduce or eliminate risks identified.

Work Environment and Culture

Encourage open communication and foster a culture where employees feel comfortable discussing mental health.

Promote a healthy work-life balance by monitoring workloads and discouraging excessive overtime.

Provide clarity on roles and responsibilities to avoid ambiguity.

Training and Awareness

Train managers to recognise the signs of stress and mental health issues and respond effectively.

Provide stress management training for employees, focusing on coping mechanisms and resilience.

Raise awareness of mental health through campaigns, posters, and team discussions.

5. Supporting Employees

Mental Health Support

Provide access to confidential Employee Assistance Programmes (EAPs) offering counselling and advice.

Ensure employees are aware of external support services, such as helplines or mental health charities.

Offer flexible working arrangements to support employees struggling with stress or mental health issues.

Return to Work

Develop tailored return-to-work plans for employees recovering from mental health-related absences.

Conduct supportive one-on-one meetings to discuss their needs and adjustments.

Reasonable Adjustments

Under the Equality Act 2010, Gable will make reasonable adjustments for employees with diagnosed mental health conditions, such as:

- Altered work hours or workloads.
- Modified duties.
- Provision of quiet workspaces.

6. Role of Managers and Supervisors

Managers are responsible for:

- Monitoring workloads and identifying signs of stress.
- Providing regular feedback and one-on-one support.
- Addressing any work-related issues promptly and sensitively.
- Encouraging a positive and inclusive workplace environment.

7. Employee Responsibilities

Employees are encouraged to:

- Speak to their line manager, HR, or another trusted person if they are feeling stressed or overwhelmed.
- Support colleagues and contribute to a positive team culture.
- Utilise the support services and training provided by Gable.

8. Confidentiality

Gable is committed to ensuring all discussions about mental health and stress are treated confidentially, in line with GDPR regulations. Information will only be shared with consent or when there is a risk to the individual or others.

9. Resources and Helplines

Mind: www.mind.org.uk | 0300 123 3393

Samaritans: www.samaritans.org | 116 123

Health and Safety Executive (HSE) Stress Resources: www.hse.gov.uk/stress

Termination of Employment

In the event of the termination of employment, whether voluntary or involuntary (please see employee handbook for more information), the following items must be surrendered to Gable as part of the exit procedure:

Company I.D.

The employee must return any identification badges, access cards, or other forms of company identification issued during the course of their employment.

Company Property

All company property in the employee's possession, including but not limited to mobile phones, tools, equipment, laptops, tablets, and any other devices or items provided by Gable, must be returned in good condition.

Personal Protective Equipment (P.P.E.)

The employee must return all issued personal protective equipment (PPE), such as helmets, gloves, safety boots, high-visibility clothing, and any other items intended for use on site or in the workplace.

Other Company Property

Any other company property not specifically listed above, such as keys, uniforms, documents, or vehicles, must be returned. This includes any confidential company information, manuals, or files that the employee may have.

Procedure:

Exit Interview: As part of the termination process, an exit interview may be conducted to discuss the return of company property, the reasons for termination, and any outstanding matters.

Condition of Returned Property: All items must be returned in a reasonable condition. Where company property is damaged or not returned, Gable may seek reimbursement for the loss or damage. The employee is responsible for ensuring that items such as tools or equipment are in working order, and PPE is clean and undamaged (if applicable).

Final Paycheck: The return of company property may be taken into account in relation to the final paycheck. If any property is not returned, Gable may deduct the equivalent cost of the items from the final wages, in accordance with the employment contract.

Trade Subcontractors Policy

Selection and Approval Process

The selection of trade subcontractors is carefully managed by the Procurement Manager and Contract Manager, with authorisation from a company Director. This process follows Gable's quality assurance procedures to ensure that only competent and compliant subcontractors are chosen. Before any subcontractor is engaged, they must complete Gable's new supplier/subcontractor questionnaire. This assessment includes reviewing their qualifications, relevant accreditations (e.g., CHAS, ISO 9001, ISO 14001), health and safety performance data, previous experience, and references.

Compliance with Company Policies

All subcontractors are required to:

Comply with Company Policies and Procedures: Subcontractors must operate in accordance with Gable policies and procedures. This includes adherence to all health, safety, and environmental protocols to the same standard as company employees.

Provide Relevant Documentation: Subcontractors must submit and adhere to site-specific method statements, risk assessments, and any other relevant safety and compliance documents before beginning work.

Subcontractors are expected to follow these practices strictly, and failure to comply may result in removal from site and contract termination.

Ongoing Monitoring and Assessment

To ensure that subcontractors maintain the required standards throughout the project:

Site Supervision and Monitoring: The Site Supervisor and Contract Manager are responsible for overseeing subcontractor activities. They will conduct regular inspections to ensure subcontractors follow the agreed method statements, risk assessments, and all other policies.

Authority to Intervene: If a subcontractor is found in violation of safety or operational policies, the Site Supervisor and Contract Manager have the authority to halt their work. Persistent or serious non-compliance will lead to removal from the site and contract dismissal.

Continuous Performance Evaluation: Subcontractors are continually assessed based on site inspections, work performance, and project reviews. Feedback from these evaluations may influence future contracts and partnerships.

Restrictions on Subcontracting

Subcontractors are not permitted to subcontract any part of their work without prior written authorisation from Gable. Any subcontracted work must undergo the same vetting and approval process to ensure compliance with safety, quality, and operational standards.

Pre-Planning Meetings for Major Subcontractors

For more complex or substantial subcontractor engagements, pre-planning meetings are mandatory. These meetings will involve key stakeholders, and minutes will be distributed to all relevant parties. The agenda will typically cover:

Adequacy of Method Statements: Review of work methods and safety plans.

Communication and Site Liaison: Establishing clear communication channels and reporting structures.

Storage and Work Areas: Allocation of storage spaces and designated work zones.

Site Access and Security: Access routes and control measures to prevent unauthorised entry.

Programming and Work Sequence: Coordination with other trades to maintain project timelines.

Welfare Provisions: Arrangements for welfare facilities in line with legal requirements.

Waste Management and Disposal: Procedures for waste segregation, disposal, and compliance with environmental policies.

Training

Company Commitment to Training

Gable is committed to providing adequate training, supervision, and resources to ensure the health, safety, and welfare of all employees. Training is essential for compliance with statutory requirements, maintaining industry standards, and promoting a safe and informed workforce.

Training Standards and Statutory Requirements

Compliance with Statutory Training Requirements

All safety training shall align with current statutory provisions, ensuring that employees are equipped to perform their roles safely and effectively. This includes compliance with the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, and the Provision and Use of Work Equipment Regulations 1998 (PUWER). Training will be provided based on role-specific requirements and industry best practices.

Minimum Competency Standards

To align with industry standards, the following minimum competencies are required for each role:

Managers: SMSTS (Site Management Safety Training Scheme), 3-day First Aid, Working at Height, Asbestos Awareness, CSCS White (for professionally qualified persons) or Gold/Black (for trade managers) Card

Supervisors: SSSTS (Site Supervisor Safety Training Scheme), Emergency First Aid, Working at Height, Asbestos Awareness, CSCS Blue (Skilled Worker) Card

Operatives: CSCS (any relevant level), Asbestos Awareness, Working at Height

Gable will ensure that all training adheres to these minimum standards and that personnel are only deployed on tasks for which they have received the necessary training and certification.

Roles and Responsibilities in Training

Director and Management Responsibility

The Director responsible for safety, in collaboration with safety consultants, will regularly assess training needs. This includes reviewing role-specific competencies, identifying any gaps, and ensuring that training meets or exceeds regulatory requirements and best practices. Training will be organised by Gable training manager to these requirements.

Staying Informed on Legislation and Best Practices

Directors and management are responsible for keeping up to date with new legislation, industry guidance, and best practices to ensure training remains relevant. This includes participation in industry updates, seminars, and consultations with safety professionals.

Induction Training

An induction programme will be provided to all new employees before they commence work, covering Gable's Health & Safety Policy, Environmental Policy, and all relevant procedures. New employees will also undergo task-specific training based on their role, experience, and qualifications.

Additional Training for Office and Field Roles

Office Staff: Training and advice specific to identified risks or sources of potential ill health within the office environment.

Field Operatives and Equipment Operators: Comprehensive training to ensure awareness and adherence to safe operating procedures, tailored to the tasks and equipment in use. Machinery and plant operation often has its own qualifications mandated, please see the relevant sections within this document.

Training Records and Competency Verification

Record Keeping and Competency Checks

All employee training records will be securely maintained and accessible to the individual. Gable will conduct pre-employment competency checks to confirm qualifications, including CITB and Network Rail certifications, ensuring that personnel meet minimum competency requirements before starting work. Training logs will be kept up to date throughout each employee's employment.

Access to Training Records

Employees will have free access to their individual training records, promoting transparency and accountability. This ensures that each employee is aware of their qualifications and any additional training required to meet the evolving demands of their role.

Continuous Training and Refresher Courses

Refresher training will be conducted periodically to reinforce learning, update skills in line with legislative changes, and ensure ongoing compliance with the latest safety practices. This will apply particularly to areas where competency standards or best practices change, such as working at height or handling hazardous materials like asbestos.

Training for Specific High-Risk Tasks

Provide targeted training for tasks with higher levels of inherent risk, such as:

- Confined space entry
- Hot work (welding, cutting, etc.)
- Electrical work near live components
- Manual handling of hazardous materials

For each of these areas, ensure that training includes risk identification, safe operation techniques, and emergency response procedures.

Traffic Management on Site Policy

Effective traffic management is essential to ensure the safety of all personnel, visitors, and the public on and around construction sites. This policy outlines Gable's approach to planning, implementing, and maintaining safe traffic management systems in line with legislation and best practices.

1. Objectives

- Minimise risks associated with vehicle and pedestrian movement on site.
- Provide clear guidance on traffic routes, parking, and pedestrian walkways.
- Ensure compliance with the Workplace (Health, Safety and Welfare) Regulations 1992, the Construction (Design and Management) Regulations 2015, and other relevant legislation.

2. Legal Framework

This policy is underpinned by:

Health and Safety at Work etc. Act 1974: Duty to ensure the health and safety of employees and others affected by work activities.

Construction (Design and Management) Regulations 2015: Requires traffic management planning to be part of the site safety plan.

Workplace (Health, Safety and Welfare) Regulations 1992: Safe traffic routes must be provided to separate vehicles and pedestrians.

3. Site Traffic Hazards

Potential hazards include:

- Vehicle and pedestrian collisions.
- Reversing vehicles.
- Poor visibility or lighting.
- Overloaded or improperly secured vehicles.
- Unauthorised access to site traffic routes.

4. Traffic Management Plan (TMP)

A Traffic Management Plan must be developed for every site and include the following elements:

Site Layout and Design

- Clearly mark and segregate pedestrian and vehicle routes.
- Establish one-way systems where practicable to minimise reversing.
- Provide designated parking areas for site personnel and visitors.
- Ensure sufficient space for safe vehicle manoeuvres.
- Include turning circles or designated reversing areas equipped with banksmen.

Signage and Markings

- Install clear, standardised signage for traffic routes, speed limits, and hazards.
- Use physical barriers to separate pedestrian walkways from vehicle areas.
- Mark crossings for pedestrian routes clearly and install safety features, such as barriers or zebra crossings.

Speed Limits

Impose and enforce site-specific speed limits, typically 5–10 mph depending on site conditions.

5. Vehicle Control Measures

Vehicle Access and Egress

- Control vehicle access through gates, barriers, or security checks.
- Restrict unauthorised vehicles from entering the site.

Reversing Vehicles

- Avoid reversing where possible by implementing one-way systems.
- Use trained banksmen to guide reversing vehicles in high-risk areas.

Loading and Unloading

- Conduct loading and unloading operations in designated, level areas away from pedestrian routes.
- Ensure vehicles are adequately secured before moving loads.

Maintenance

- Conduct regular checks and maintenance of site vehicles and machinery.
- Prohibit the use of vehicles with known faults or safety concerns.

6. Pedestrian Safety Measures

Walkways

- Provide dedicated, clearly marked pedestrian walkways.
- Maintain adequate surface conditions to prevent trips or slips.

Crossings

Install controlled crossings where pedestrian walkways intersect with vehicle routes where required.

Access Points

Ensure safe access points are available for all personnel and visitors, with clear signage and instructions.

7. Training and Communication

Training for Vehicle Operators

Ensure all drivers have valid licences and are trained in site-specific traffic rules.

Provide additional training for specialised vehicles (e.g., cranes, forklifts).

Pedestrian Awareness

Conduct toolbox talks to educate site personnel on the importance of using designated pedestrian routes.

Traffic Marshals/Banksmen

Employ trained traffic marshals to monitor vehicle movement in high-risk areas.

8. Monitoring and Review

Daily Inspections

The Site Supervisor must inspect traffic routes daily to ensure they are clear, safe, and compliant.

Incident Reporting

Record and investigate all traffic-related incidents to identify causes and implement corrective actions.

Periodic Reviews

Review the Traffic Management Plan regularly and update it to reflect changes in site layout or work activities.

9. Emergency Preparedness

Ensure emergency vehicle access routes are always clear and unobstructed.

Include traffic management in site emergency response drills.

Penalties for Non-Compliance

Non-compliance with traffic management rules will result in disciplinary action, up to and including removal from the site.

11. Key References and Resources

HSE Traffic Management Guidance: www.hse.gov.uk

Health and Safety Executive – Workplace Transport Safety: www.hse.gov.uk/workplacetransport

By implementing this Traffic Management on Site Policy, Gable ensures the safety and efficiency of vehicle and pedestrian movements on all projects.

Transport / Loading and Unloading

Ensuring the safe operation, loading, and unloading of vehicles on-site is crucial to preventing accidents, injuries, and damages. This policy outlines the standards, roles, and responsibilities of both management and operators regarding vehicle and transport safety. It reflects current UK legislation, including the Health and Safety at Work Act 1974, The Road Vehicles (Construction and Use) Regulations 1986, The Provision and Use of Work Equipment Regulations 1998 (PUWER), The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), and The Carriage of Dangerous Goods Regulations.

Authorisation and Vehicle Maintenance

Only authorised, licensed drivers aged 18 or older will operate vehicles and transport equipment, ensuring each driver possesses the necessary competence, qualifications, and any additional certifications for specialised transport (e.g., hazardous materials).

All vehicles and transport used on-site will be maintained according to a scheduled maintenance plan, and operators are responsible for daily pre-use inspections. Checks will include water, oil, fuel, lights, tyres, brakes, steering, and any other essentials as recommended by the manufacturer and relevant regulations. Any defects affecting safe handling must be reported immediately, with affected vehicles removed from service until repaired.

Safe Use of Vehicles

Vehicle usage must strictly align with the intended design and purpose, and operators are prohibited from using equipment improperly or engaging in non-work-related activities.

Site-specific rules for transport operations will be communicated through induction and site signage, and operators must adhere to these guidelines at all times.

Loading and Securing Loads

All loads must be secured before transport, using proper sheeting, straps, or netting to prevent movement during transit. Operators must ensure the vehicle is not overloaded beyond its rated capacity, as overloading or uneven loading can significantly impact vehicle control and stability, increasing the risk of accidents.

Dangerous goods exceeding specified thresholds must be transported in vehicles with proper marking plates and accompanied by the appropriate documentation. Operators transporting these substances will receive additional training in hazardous materials handling.

Projecting loads must be clearly marked to alert others to the potential hazard. When unavoidable, projections should be marked with high-visibility indicators, and where possible, warning lights.

Loading and Unloading Procedures

Loading and unloading must be carefully managed to ensure safe clearance of loose materials using appropriate tools (e.g., long-handled tools, sheeting) and prevent individuals from climbing onto or standing in unsafe positions on vehicles.

No person is permitted to ride on or in any vehicle unless it has adequate and designated seating. During loading or unloading of loose materials, all personnel must be safely positioned off the vehicle, or within fully guarded and protected areas when necessary.

All securing devices, such as ropes and ties, should be removed with caution to avoid accidental load shifts, and a thorough check of load stability is required before driving.

Fall protection systems for loading/unloading, such as airbags, loading platforms, or harness systems, will be agreed upon at the pre-contract stage and provided as necessary by the Principal Contractor or Client. This ensures operatives are protected from falls when working at height on vehicles.

Reversing and Parking Safety

A trained banksman must guide reversing and other complex vehicle manoeuvres to mitigate risks associated with limited visibility.

Vehicles should be driven with appropriate speeds for site conditions, with particular caution on slopes or uneven terrain.

When left unattended, vehicles must be securely braked, the engine turned off, and keys removed to prevent unauthorised or accidental use.

Refuelling and Site Safety Systems

Refuelling will only take place in designated areas, using approved equipment to prevent spills. Spillage kits will be available in the designated area, and operators will receive training on emergency spill response.

All safety guards and systems required by the vehicle's design must be in place before use on-site, including but not limited to: mirrors, reversing alarms, and protective covers.

Fall Protection in Loading and Unloading

Fall protection systems, including airbags, loading platforms, harnesses, and guardrails, will be integrated as part of the loading and unloading process where required. The need for these protections should be evaluated during pre-contract planning, and equipment must be available to prevent operatives from falling from heights during loading/unloading.

Compliance with Highway Code and Public Road Requirements

Vehicles used on public roads must meet the standards of the Highway Code and be maintained in line with the manufacturer's recommendations. Operators will be briefed on the specific road safety regulations and requirements, particularly those that differ from on-site conditions.

Key Responsibilities

Management Responsibilities:

- Implement a maintenance and inspection schedule.
- Authorise and monitor driver qualifications and competency.
- Develop loading and unloading plans, including fall protection and secure load guidelines.
- Provide and enforce site rules, induction, and additional training specific to transport and loading/unloading tasks.

Operator Responsibilities:

- Conduct daily pre-use inspections and report defects immediately.
- Secure all loads and check load stability before transport.
- Follow designated safe work practices, including adhering to speed limits, engaging brakes, and removing keys when unattended.
- Cooperate with banksmen for manoeuvring and comply with refuelling and parking protocols.
- Observe the Highway Code and relevant transport safety legislation when driving on public roads.

Underground Services and Excavation Safety Policy

This policy outlines Gable's commitment to managing risks associated with underground services and excavation work. Adherence to these guidelines will ensure the safety of all personnel, the public, and the surrounding environment while complying with legal requirements and industry best practices.

1. Legal Framework

This policy is developed in accordance with:

Health and Safety at Work etc. Act 1974

Construction (Design and Management) Regulations 2015 (CDM)

Management of Health and Safety at Work Regulations 1999

The Provision and Use of Work Equipment Regulations 1998 (PUWER)

The Control of Substances Hazardous to Health Regulations 2002 (COSHH)

HSG47 - Avoiding Danger from Underground Services

2. Key Hazards

Underground services and excavation activities present significant risks, including:

- Contact with live electrical cables.
- Rupturing gas or water mains.
- Damage to telecommunications and fibre optic cables.
- Ground collapse and trench instability.
- Exposure to hazardous substances or contaminated land.
- Risks to pedestrians and vehicles near excavation areas.

3. Planning and Preparation

Pre-Work Assessments

Conduct a thorough risk assessment before commencing any excavation work.

Develop a method statement outlining safe systems of work and emergency procedures.

Service Detection and Mapping

Review utility service plans from relevant providers before excavation begins.

Use site-specific survey tools such as cable avoidance tools (CATs) and ground-penetrating radar (GPR) to detect underground services.

Mark identified services clearly on the ground using industry-standard colour codes.

Competence and Training

Ensure all workers involved in excavation and underground services are trained and competent.

Provide additional training on using detection equipment and interpreting service plans.

Permits to Work

Undertake a Permit to Excavate for all excavation work. The permit must be authorised by a competent person and include:

- Service plans and detection results.
- Risk assessment and method statement.
- Control measures for identified hazards.

4. Excavation Safety Procedures

Safe Digging Practices

- Adhere to the HSG47 hierarchy for safe excavation:
- Avoid excavation near underground services if possible.
- Identify and mark services clearly before digging.
- Use hand tools for digging near identified services to reduce risks.

- Maintain a minimum safety clearance when working near live underground utilities.

Trench Stability and Support

- Inspect the ground condition regularly to identify risks of collapse.
- Provide shoring, trench boxes, or battering for excavations deeper than 1.2 metres.
- Ensure safe access and egress to trenches using ladders or ramps.

Monitoring and Inspections

- Conduct daily inspections of excavations for signs of instability or hazards.
- Appoint a competent person to oversee excavation safety.

5. Control Measures for Underground Services

Electrical Cables

Treat all underground cables as live unless confirmed otherwise by the service provider.

Use insulated hand tools when working within proximity to cables.

Gas and Water Mains

Stop work immediately if a gas or water main is damaged.

Notify the service provider and evacuate the area if required.

Contaminated Land

Assess for potential contamination and provide suitable PPE and controls as per COSHH requirements.

Dispose of contaminated soil in line with environmental regulations.

6. Emergency Preparedness

Incident Response

1. In the event of service damage (e.g., gas leaks, electrical contact):
2. Cease work immediately and evacuate personnel.
3. Contact emergency services and the relevant utility provider.
4. Follow the emergency response procedures outlined in the method statement.

First Aid and Rescue

- Provide first aid facilities and ensure personnel are trained in first aid specific to excavation incidents.
- Establish a rescue plan for workers in confined spaces or trenches.

7. Signage and Barriers

- Clearly demarcate excavation zones with signage and physical barriers.
- Prevent unauthorised access to excavation sites using secure fencing.
- Display warning signs about potential underground hazards.

8. Monitoring and Review

Regular Inspections

The Site Supervisor must inspect all excavation work at regular intervals and after any significant weather changes.

Incident Reporting and Investigation

All incidents involving underground services must be reported immediately and investigated to prevent recurrence.

Periodic Review

Review excavation procedures and risk assessments periodically and after any incidents.

9. Roles and Responsibilities

Site Supervisor

Ensure compliance with the permit-to-excavate system.

Conduct regular inspections and ensure control measures are in place.

Workers

Follow safe digging practices and report any hazards or incidents immediately.

Use provided PPE and safety equipment appropriately.

Project Management

Ensure utility service information is obtained and shared with the site team.

Provide the necessary resources for safe excavation practices.

Waste Control and Disposal

At Gable, we are committed to minimising waste, promoting recycling and reuse, and managing waste in compliance with current environmental regulations and best practices. It is the responsibility of the appointed Site Supervisor or Manager to ensure that the following waste management actions are addressed and adhered to on site.

General Waste Management Requirements

Minimisation and Proper Storage:

Waste generation must be minimized wherever possible. Materials should be used efficiently, and waste should be stored in designated areas that prevent contamination and promote safe removal from site.

Waste Segregation:

Different waste types should be segregated to facilitate recycling and reuse where feasible. Recyclable materials should be processed for use on-site or on other projects, minimizing the demand for new resources and supporting a circular economy approach.

Handling of Hazardous and Special Wastes:

Hazardous wastes must not be mixed with general waste to avoid contamination. All hazardous materials will be managed separately and in accordance with the Control of Substances Hazardous to Health (COSHH) regulations and the Hazardous Waste Regulations 2005 (as amended).

Liquid Waste Storage:

Liquid waste must be stored in leak-proof containers to prevent soil or groundwater contamination. Liquid hazardous wastes will be stored in bunded areas to contain any potential spills.

Prohibition on Burning Waste:

No waste, including general construction waste, is to be burned on-site as this is illegal and environmentally damaging.

Discharge of Liquid Waste:

Unauthorised discharge of liquid waste into drainage or sewer systems is strictly prohibited. Where permitted discharge is required, discharge consent from the relevant authority must be obtained, documented, and monitored continuously to ensure compliance with environmental regulations.

Storing Hazardous Waste

In compliance with the Hazardous Waste Regulations and Environmental Permitting Regulations, we will adhere to the following best practices for hazardous waste storage:

Safe and Secure Storage: Hazardous waste will be stored in a manner that prevents pollution, including use of bunds, barriers, and containment systems for liquid wastes to prevent leaks and spills.

Labelling and Packaging: All hazardous waste will be properly packaged, labelled, and stored in compliance with the appropriate safety guidelines, including proper separation from non-hazardous waste and other incompatible hazardous wastes.

Routine Inspections: Storage areas will be routinely inspected for signs of leaks, deteriorating containers, or other hazards. Any risks identified will be addressed immediately.

Written Instructions and Inventories: Clear instructions for the handling, storage, and disposal of each type of hazardous waste will be displayed in storage areas, and a comprehensive inventory of all hazardous waste on-site will be maintained. This inventory will assist emergency services in the event of an incident.

Transporting Hazardous Waste

When moving hazardous waste off-site, Gable will follow the guidelines established by the Waste (England and Wales) Regulations 2011 and adhere to the following procedures:

Registered Waste Carrier:

Hazardous waste will only be transported by a registered or exempt waste carrier. The transport must be accompanied by a hazardous waste consignment note, as required by the Environmental Protection Act 1990.

Licensed Disposal Facility:

Hazardous waste will only be sent to a facility that holds the relevant environmental permit or registered exemption for handling the specific type of waste. The Site Supervisor or waste disposal coordinator will obtain the name, address, and licensing information of the disposal location before waste consignment.

Documentation and Verification:

All transport and disposal activities will be documented to verify that hazardous waste has been disposed of correctly. If there is any doubt about the waste facility's licensing, the Site Supervisor will verify compliance with the Environment Agency to ensure lawful and responsible disposal.

Waste Reduction Prior to Disposal:

Before moving hazardous waste, Gable will assess options for recycling or recovery, as disposal is costly and environmentally impactful. Where feasible, we will prioritise recycling or recovery options to minimise waste disposal costs and environmental impact.

Yard / Depot

Hazards

The main hazards associated with working in the yard or depot include:

Slips, Trips, and Falls: Due to wet or uneven surfaces, debris, or poor housekeeping.

Collapse of Stored Materials: Improperly stacked or unstable materials posing a risk of falling.

Handling Problems: Manual handling of heavy or awkward items leading to strains or injuries.

Restricted or Blocked Access: Obstructions in walkways, storage areas, or emergency exits.

Fire: Due to flammable materials or inadequate fire safety measures.

Contact with Moving Machinery / Plant: Risk of injury from forklift trucks, cranes, or other plant equipment.

Hazardous Substances: Exposure to chemicals, fuels, or other dangerous materials.

Monitoring and Control

To manage these hazards and ensure a safe working environment, the following control measures will be implemented:

Training and Competency

Managers and supervisors must ensure that all personnel are adequately trained in their relevant work tasks, including safe handling practices and equipment operation.

Only trained and competent persons are to operate machinery and equipment in the yard/depot.

Housekeeping and Tidiness

It is crucial that the yard/depot is maintained in a tidy condition at all times. All employees are responsible for maintaining cleanliness and order.

All materials, tools, and equipment should be stored in their designated places and must not obstruct walkways, exits, or emergency routes.

Waste materials and spills must be cleared up and disposed of promptly in accordance with safety procedures.

Safe Storage and Stacking of Materials

Materials should be stacked safely on a level and prepared base, ensuring stability to prevent collapse. No more than two packs of materials should be stacked on top of each other to minimise risk.

Access points to work areas should always be kept clear to allow safe passage for employees. If obstacles are encountered, they must be reported to management for further action.

Safe Work Areas and Access

All working areas and access routes should be kept free of obstructions, including materials, tools, and waste. This includes pathways to loading/unloading zones, storage areas, and areas where machinery is in use.

Any issues with access or workspace layout should be immediately reported to managers to facilitate improvements and ensure safety.

Traffic Management and Delivery Procedures

All visitors, suppliers, and delivery drivers must be made aware of Gable's traffic management and delivery procedures. This includes clear instructions on where to park, unload, and any required safety protocols.

Drivers are instructed to park in the designated area before entering the yard, turn off the engine, and report to reception for further instructions. They will offload under direct supervision only.

Unloading Deliveries on Public Roads

If delivery vehicles must park on a public road or pathway, a certified forklift driver and a competent supervisor will oversee the unloading process.

The supervisor is responsible for assessing the risks posed to passing traffic and pedestrians. A safe system of work will be established, which may include using barriers, warning cones, and traffic control measures to ensure safety.

The supervisor must remain on-site to oversee the unloading operation until it is complete, and the risks have been mitigated.

Inspection and Maintenance

Regular inspections of electrical equipment, installations, and machinery must be conducted to ensure safe operation. These inspections should be documented and any issues addressed promptly.

All equipment must be maintained and serviced according to the manufacturer's recommendations.

Ventilation and Heating

Adequate heating and ventilation must be provided, especially in areas where chemicals or other hazardous substances are stored or handled.

Extractor fans or other ventilation equipment should be used to control fumes, vapours, and dust, ensuring a safe working environment for all employees.

Personal Protective Equipment (PPE)

All employees must wear the appropriate personal protective equipment (PPE) for the task being carried out. This may include hard hats, safety boots, gloves, high-visibility clothing, and hearing protection as required by the nature of the work.

Supervisors must ensure that PPE is worn consistently by all personnel and that it is maintained in good condition.

Use of Safety Harnesses

The use of safety harnesses is a critical control measure for preventing falls from height. Safety harnesses will be utilised in alignment with the latest standards and regulations, including The Work at Height Regulations 2005 and applicable British Standards. The selection, inspection, and maintenance of harnesses are essential for the safety of all personnel working at height, and the following policies outline best practices and legal requirements.

Selection and Use

Harness Selection: All harnesses will be selected based on ergonomic design for optimal comfort and freedom of movement while ensuring maximum protection in the event of a fall. This includes choosing harnesses that suit the specific requirements of the task, such as positioning belts, suspension harnesses, or full-body harnesses.

Fitting and Adjustment:

Training: All personnel will be trained in the correct fitting, adjustment, and inspection of harnesses and associated fall arrest systems before use. Training will include understanding attachment points, adjusting harnesses, and selecting appropriate anchor points.

Fitting Checks: Proper fitting will be checked each time the harness is used, ensuring it is snug but not restrictive, with straps correctly positioned to minimise movement and injury in the event of a fall.

Attachment Points:

Anchorage Requirements: Only suitably strong, certified anchorage points will be used, with structural integrity verified by a competent person. Anchor points must withstand the forces associated with fall arrest.

Safe Connection: Personnel must connect to the structure when exposed to a fall risk, and ensure the attachment point is above or level with their harness to minimise fall distance and impact force.

Lanyard Length:

Lanyards will be kept as short as possible to reduce potential fall distances, with adjustable lanyards used wherever practicable. Fall arrest lanyards will incorporate shock absorbers to minimise impact force on the user during a fall.

Inspection and Examination

Inspection Before Use:

Daily Pre-Use Inspections: A visual and tactile inspection will be conducted by the user before each use. This includes checking for any visible signs of wear, such as cuts, abrasions, broken stitches, excessive stretching, or other damage to webbing, stitching, and connectors.

Metal Hardware: Metal components (hooks, rings, buckles, connectors) will be checked for rust, deformation, wear, and smooth operation of all moving parts.

Scheduled Inspections by a Competent Person:

Thorough Examination: All fall arrest equipment will undergo a comprehensive inspection by a qualified and competent person at intervals set by the manufacturer or at least every six months. This examination will involve a detailed inspection, checking for issues that might not be immediately visible to a user.

Record Keeping: All inspections will be documented in a formal inspection record including the equipment ID, date of inspection, inspector's name, findings, and any corrective actions taken. These records must be retained for the life of the equipment.

Equipment Defects:

Any equipment showing signs of wear, damage, or malfunction will be immediately withdrawn from service and tagged as "Do Not Use" until repaired by the manufacturer or an authorised agent, or disposed of if irreparable.

Maintenance and Storage

Storage Guidelines:

Equipment will be stored in cool, dry, dark, and chemically neutral conditions to prevent degradation. It will be kept away from sharp edges, high temperatures, humidity, direct sunlight, and chemicals that could weaken materials.

Protective Storage: Harnesses should be stored in their original packaging or in protective bags to prevent exposure to dust, dirt, or other contaminants.

Cleaning and Maintenance:

Harnesses will be cleaned in accordance with the manufacturer's instructions, using mild soap and water where appropriate, and dried naturally away from direct heat sources.

Metal components will be kept clean, and lubricated where necessary with light oil or grease when dry to ensure smooth operation of moving parts.

Alterations:

No unauthorised alterations or adaptations to harnesses are allowed, as modifications can weaken the structure, reducing the safety and effectiveness of the equipment.

Rescue Planning and Emergency Preparedness

Rescue Plans:

A site-specific rescue plan will be developed and communicated to all relevant personnel before work at height commences. This rescue plan must address how to retrieve a fallen worker safely and swiftly, minimising suspension trauma.

Rescue Equipment: Any rescue equipment required for the plan, such as retrieval kits or lowering devices, must be readily available and accessible on-site.

Rescue Training: Personnel involved in rescues must receive appropriate training, including practice drills where feasible, to ensure they are capable of conducting a safe rescue if required.

Emergency Response and First Aid:

Emergency Contact: Workers must have clear access to emergency contact numbers, and site management must ensure first aid responders are available in the event of a fall.

Suspension Trauma Awareness: Workers should be trained on suspension trauma risks, recognising symptoms and methods for self-relief while awaiting rescue if suspended after a fall.

Roles and Responsibilities

Management Responsibilities:

Ensure appropriate harnesses are available and maintained in compliance with relevant standards.

Facilitate initial and refresher training for all workers on correct harness use, inspection, and emergency procedures.

Maintain an up-to-date inspection log for all fall arrest equipment, ensuring regular checks by a competent person.

Develop and rehearse a site-specific rescue plan and provide the necessary rescue equipment.

Employee Responsibilities:

Perform pre-use inspections each day and immediately report any damage or defects.

Wear and use harnesses correctly and always connect to suitable anchorage points.

Follow all training protocols and cooperate in drills for emergency rescue plans.

Use fall protection equipment responsibly and store it appropriately after use.

Use of Temporary Works Policy

This policy outlines the procedures and safety measures for the use, management, and dismantling of temporary works in construction projects. It ensures compliance with relevant legislation, including the Construction (Design and Management) Regulations 2015 (CDM), and promotes best practices in temporary works management to safeguard workers, the public, and project integrity.

1. Definition of Temporary Works

Temporary works are structures or systems required during construction, alteration, or demolition to:

- Support permanent works (e.g., formwork, falsework, and scaffolding).
- Provide access (e.g., access platforms and stair towers).
- Ensure safety (e.g., hoardings, edge protection, and shoring).

Temporary works are not part of the finished structure but are critical for ensuring stability, safety, and efficiency during construction.

2. Legal Framework

This policy is guided by:

Construction (Design and Management) Regulations 2015 (CDM).

BS 5975:2019 - Code of Practice for Temporary Works Procedures and the Permissible Stress Design of Falsework.

Work at Height Regulations 2005.

Other relevant standards and codes of practice.

3. Key Hazards

Temporary works present risks including:

- Collapse of temporary structures.
- Unsafe access or working platforms.
- Inadequate design or installation.
- Unauthorised modifications or removal.

4. Roles and Responsibilities

Temporary Works Coordinator (TWC)

A competent person appointed to oversee temporary works activities, responsible for:

- Ensuring a Temporary Works Register is maintained.
- Approving temporary works designs and installation.
- Authorising the loading, use, and removal of temporary works.
- Coordinating with designers, contractors, and site personnel.

Temporary Works Supervisor (TWS)

Supports the TWC by:

- Monitoring the installation, maintenance, and dismantling of temporary works.
- Reporting any issues or concerns promptly.

Designers

Temporary works designers are responsible for:

- Preparing and reviewing temporary works designs in line with relevant standards.
- Ensuring compatibility between temporary and permanent works.

Site Operatives

All site workers involved in temporary works must:

- Follow the method statements and risk assessments.
- Report hazards, defects, or concerns to the TWC or TWS.

5. Procedures for Temporary Works

Planning and Design

- Conduct a risk assessment to identify hazards and determine control measures.
- Develop a Temporary Works Design Brief, which includes:
- Purpose and function of the temporary works.
- Loads and forces to be supported.
- Site conditions and constraints.
- Erection and dismantling procedures.
- Ensure designs are prepared by competent persons and verified by an independent checker if required by BS 5975.

Installation and Use

- Install temporary works in accordance with the approved design and method statement.
- Conduct pre-use inspections to confirm compliance with design specifications.
- Ensure temporary works are not modified or removed without approval from the TWC.

Loading

- Authorise loading only after the TWC verifies that temporary works are installed correctly.
- Ensure loads do not exceed design limits.

Inspections and Monitoring

- Conduct regular inspections of temporary works during use.
- Monitor for changes in site conditions that may affect temporary works (e.g., weather, ground movement).
- Document inspection findings and address any defects immediately.

Dismantling

- Dismantle temporary works in accordance with the approved method statement.
- Ensure no permanent works are compromised during removal.

6. Temporary Works Register

The TWC must maintain a Temporary Works Register, which includes:

- Description and location of temporary works.
- Design approval details.
- Inspection records.
- Dates of installation, authorisation for use, and dismantling.

7. Training and Competence

All personnel involved in temporary works must receive appropriate training.

TWCs and TWSs should complete recognised training courses, such as those endorsed by the CITB Temporary Works Supervisor/Coordinator Training Scheme.

Site operatives must receive task-specific briefings and inductions.

8. Emergency Preparedness

Develop an emergency plan addressing potential temporary works failures.

Include procedures for evacuation, stabilisation, and reporting incidents.

Regularly review and test the plan.

9. Monitoring and Review

Temporary works procedures will be reviewed periodically or following an incident.

Lessons learned will be incorporated into future designs and practices.

10. Responsibilities

The contract manager for the project defaults as the TWC and the site manager the TWS.

11. Scaffolding

The most common type of temporary works on our projects is scaffolding, this is undertaken using the following procedures

Planning and design: the scaffolding contractor is responsible for the design or compliance of scaffolding on projects, this is to the requirements set out by the contracts manager

Loading: the scaffolding will be designed to withstand the loads implied as agreed between the contracts manager and scaffolding contractor

Inspections and monitoring: scaffolding will be inspected as per the scaffolding policy

Dismantling: Scaffolding will be dismantled by the scaffolding contractor only.

Vibration Management

Introduction

Hand-Arm Vibration Syndrome (HAVS) is a progressive condition affecting the blood vessels, nerves, muscles, and joints of the hand, wrist, and arm, caused by prolonged exposure to hand-held vibrating tools. If untreated, HAVS can lead to permanent and disabling injuries. The most widely recognised form of HAVS is Vibration White Finger (VWF), which results from regular exposure to vibration and is marked by symptoms that worsen over time. According to The Control of Vibration at Work Regulations 2005, employers must assess and control exposure to hand-arm vibration, ensuring that risks are minimised, and employees are adequately protected.

The primary symptoms of HAVS include:

- Tingling and numbness in the fingers and hands.
- Blanching (whitening) of fingers in cold or wet conditions, often followed by a blue and red appearance, accompanied by pain.
- Reduced tactile sensitivity (difficulty feeling small objects and loss of dexterity);
- Weakness in the hands, which can impair grip strength.

Exposure to cold weather can trigger symptoms in affected individuals, with symptoms often becoming apparent during colder conditions or early in the morning. Smoking exacerbates HAVS, as nicotine reduces blood flow to the extremities, increasing the risk of symptoms.

Preventative Measures

In alignment with The Control of Vibration at Work Regulations 2005, Gable is committed to eliminating or minimising the risks associated with vibration exposure through the following controls:

Risk Assessment: Comprehensive risk assessments will be carried out to evaluate vibration exposure levels, tool suitability, and risk factors associated with specific tasks.

Substitution of High-Vibration Tasks: Where possible, alternative methods of working that eliminate or significantly reduce the need for vibrating tools will be prioritised.

Tool Selection: Employees will be provided with the most suitable equipment for the task, as tools that are inappropriate may extend work duration and increase vibration exposure.

Exposure Reduction Techniques:

Job Rotation: Rotate personnel in and out of vibration-related tasks to limit individual exposure times.

Break Periods: Break up periods of equipment use to allow recovery and reduce cumulative exposure.

Tool Maintenance:

Regular tool maintenance and adherence to the manufacturer's specifications will be enforced to minimise vibration.

Tools will be kept sharp and in optimal condition, as dull or poorly maintained tools increase vibration and exertion requirements.

Selection of Low-Vibration Tools: Where feasible, tools with low vibration emissions will be selected to reduce vibration exposure.

Safe Handling Practices:

Operators are encouraged to let the machine perform the task, using a light grip wherever possible while maintaining safety.

Mechanisation or automation of repetitive or high-vibration tasks will be explored to reduce direct handling of vibrating tools.

Workplace Environment:

Adequate protective clothing will be provided to ensure that hands and bodies are kept warm and dry during work. While gloves do not reduce vibration, they can help maintain blood flow to the hands, particularly in cold conditions. Heavy padding should be avoided as it may inadvertently increase vibration exposure.

Health Risk Awareness:

Personnel using vibrating tools will be briefed on the increased risks of HAVS associated with smoking due to its effect on blood circulation.

Symptom Reporting:

Workers are advised to immediately report any HAVS symptoms, such as white or blue fingers, tingling, numbness, or discomfort, to their supervisor to ensure timely intervention.

Abnormal Vibration Reports: Employees are required to report any instances of abnormal or excessive vibration in tools or equipment, so that immediate assessments can be conducted.

Health Surveillance

In line with regulatory requirements, Gable will arrange regular health surveillance for employees exposed to hazardous levels of vibration or who have reported HAVS symptoms. Health checks are critical for early detection and will include monitoring for any progression in HAVS symptoms, with adjustments to work practices where necessary. This surveillance will be a fundamental part of our preventative strategy.

Information for Risk Assessment

The following guidelines will be used to evaluate hand-arm vibration levels from common tools, considering a range of tools with varying vibration output:

Exposure levels will be measured against the Exposure Action Value (EAV) of 2.5 m/s^2 A(8), as prescribed by HSE guidance. Where exposure meets or exceeds this level, a programme of preventative measures, including health surveillance, will be implemented.

Equipment selection will prioritise tools with reduced vibration features, ensuring they are fit for the specific tasks for which they are intended.

Tool Vibration Levels: Using tools that are low in vibration where possible and tracking exposure over an eight-hour reference period (A(8)), will allow for safer management of vibration exposure. Tools with "better" vibration ratings, designed to reduce exposure, will be prioritised to minimise the need for high-vibration equipment.

Employer and Employee Responsibilities

Employer: Gable is responsible for ensuring vibration exposure is assessed, implementing control measures, maintaining records of risk assessments and health surveillance, and providing employees with suitable training and equipment.

Employee: Employees must use equipment responsibly, adhere to training, report symptoms or defective equipment, and participate in health surveillance where requested.

Visitor Safety and Induction Procedures

This policy outlines the procedures for ensuring the safety of visitors to company sites, facilities, and workplaces. It is crucial to provide a safe environment for all visitors and ensure that they are properly informed of the site-specific hazards, health and safety requirements, and emergency procedures. This procedure aligns with the Health and Safety at Work Act 1974 and other relevant safety regulations.

1. Purpose

The purpose of this policy is to ensure that all visitors to the site, whether they are clients, contractors, suppliers, or other stakeholders, are adequately informed of the health, safety, and environmental hazards present, and the procedures in place to protect them while on-site.

2. Scope

This policy applies to all visitors to company worksites, including but not limited to:

- Clients and clients' representatives.
- Subcontractors, suppliers, and their personnel.
- Auditors, inspectors, or regulatory bodies.
- Any other non-employee persons who are required to access the site for business purposes.

3. Responsibilities

Site Management and Supervisors

- Ensure all visitors are given the necessary safety information and instructions.
- Assign a responsible person to supervise visitors while on-site.
- Maintain records of all visitors, including their names, arrival/departure times, and areas of access.
- Ensure that appropriate safety equipment (e.g., PPE) is provided, and that it is worn correctly by visitors.
- Ensure that the visitor has signed RAMS if undertaking any work.
- Greet all visitors at the entrance and ensure that they are registered.
- Provide visitors with safety induction materials, including site rules and specific safety instructions related to their visit.
- Issue visitor identification badges and ensure visitors are escorted if necessary.
- Ensure that visitors sign in and out of the site.

Visitors

- Comply with all safety instructions provided by the site personnel.
- Wear the required personal protective equipment (PPE) at all times while on-site.
- Follow all safety procedures and protocols, including emergency evacuation plans.
- Report any safety concerns or incidents to the Site Supervisor or designated personnel.

4. Visitor Induction Procedure

Pre-Visit Requirements

Before a visitor arrives on-site, the following steps should be completed:

Booking and Coordination: The visitor's arrival should be scheduled and coordinated in advance. The purpose of the visit should be clarified (e.g., inspection, meeting, etc.).

Health and Safety Information: If applicable, the visitor should be provided with a copy of the site-specific safety requirements in advance (such as specific site hazards, PPE requirements, and any special instructions).

Visitor Documentation: Ensure that the visitor's contact details, the areas they will access, and the purpose of their visit are documented for safety tracking.

Visitor Reception

When visitors arrive at the site, the following steps must be followed:

Sign-in: Visitors must sign in at the designated reception or site entrance. This includes providing their name, purpose of visit, and the time of arrival.

Safety Induction: Each visitor must undergo a basic site induction, which includes the following information:

Overview of Site Hazards: Explanation of potential hazards (e.g., machinery, moving vehicles, confined spaces, fall hazards, noise, etc.).

Personal Protective Equipment (PPE): Visitors must be informed of the required PPE for their visit, including hard hats, high-visibility clothing, safety footwear, and any additional protective gear (e.g., hearing protection, eye protection).

Site Rules and Procedures: Outline of key site rules, including restricted areas, emergency exits, smoking policies, and the use of mobile phones.

Emergency Procedures: Visitors must be briefed on emergency procedures, including assembly points, fire exits, and accident reporting procedures.

Site Hazards: Ensure visitors are aware of any particular risks on the site that might affect their safety (e.g., exposed electrical wiring, moving machinery, overhead work, etc.).

Visitor Escorting

Visitors should be escorted by an authorised site representative or employee to the areas they will access. Escorts should remain with visitors at all times to ensure safety, answer questions, and prevent entry into hazardous areas.

If the visitor needs to move to another location or work area, the site representative must ensure the visitor is accompanied and is aware of any new hazards or site-specific procedures.

5. Emergency Procedures for Visitors

Visitors must be made aware of the emergency procedures relevant to the site, including:

Emergency Evacuation: The visitor must be informed of the site's emergency evacuation routes and assembly points in case of fire or other emergencies.

First Aid: Information on where first aid is available on-site, and how to contact first aid personnel.

Accident Reporting: Any incidents or accidents involving visitors must be reported immediately to the Site Supervisor or Health and Safety Manager. An incident report must be completed, and appropriate action taken.

6. Post-Visit Procedure

Sign-Out: Upon departure, visitors must sign out at reception or the designated area, ensuring that the time of departure is recorded.

Return of PPE: All issued PPE, visitor badges, and any other site equipment should be returned before the visitor leaves the site.

Feedback: Visitors may be asked to provide feedback on the safety induction process and their overall experience on-site. This helps to identify any areas for improvement in future procedures.

7. Record Keeping

All visitors must be documented in the sign in book, which should include:

- Name and contact details.
- Date and time of arrival and departure.
- Areas of the site visited.
- Purpose of visit.

This should be kept for a minimum of one year for compliance and audit purposes.

Waste Segregation and Recycling

Effective waste segregation and recycling are key components in reducing environmental impact, ensuring compliance with environmental regulations, and enhancing sustainability on construction sites. By properly managing waste, companies can reduce the volume of waste sent to landfills, lower disposal costs, and even reuse materials that can contribute to further projects.

1. Waste Segregation Procedures

Proper segregation of waste is essential to facilitate recycling, ensure safe disposal, and prevent contamination. On a construction site, segregating waste into specific categories can help streamline the recycling process and reduce environmental harm. Gable will segregate and recycle waste where possible, this will be undertaken on larger projects where there is sufficient allocation to this.

Waste Types to Segregate:

General Waste: Non-recyclable materials such as food waste, plastic packaging, and non-recyclable construction debris.

Recyclable Materials: Items like paper, cardboard, metal, glass, and plastics that can be recycled or repurposed.

Wood: Timber and wood-based materials that can be reused or sent for recycling.

Concrete and Bricks: Materials from demolition or construction that can be crushed and reused in the same or other projects.

Hazardous Waste: Materials such as asbestos, lead paint, chemicals, and oils that require special handling, storage, and disposal.

Electronic Waste (e-Waste): Broken or obsolete electronics like computers, batteries, and electrical cables.

Green Waste: Plant matter and organic materials that can be composted or used in bioenergy production.

Segregation Methodology:

Clearly Labelled Bins: Place distinct, clearly labelled bins or skips at strategic locations across the site for each waste category.

Training: All site personnel should be trained in the proper segregation procedures and the importance of reducing contamination between waste streams.

Supervision: Regular monitoring and inspection should be conducted to ensure correct segregation practices are followed.

2. Recycling Procedures

Once waste is segregated, the next step is recycling. Effective recycling reduces the need for new materials, minimizes environmental impact, and can offer economic benefits through the reuse of resources.

Recycling Practices:

Collaborating with Waste Management Companies: Gable will partner with certified waste management companies who can handle, transport, and recycle materials off-site, ensuring that all recycling is done according to local regulations.

Best Practices for Recycling:

Identify Recyclable Materials: Ensure that materials such as wood, metals, plastics, and glass are identified early and directed to recycling points.

Contract Recycling Companies: Engage with licensed and responsible recycling companies to ensure that the collected waste is processed correctly and does not end up in a landfill.

Waste Reduction Strategy: Aim to reduce overall waste generation by using materials efficiently and designing

the project in a way that minimizes excess waste production.

Documentation: Maintain records of all recyclable materials processed and waste removed, which can help demonstrate compliance with legal and sustainability requirements.

3. Compliance with Legislation

Waste segregation and recycling must adhere to relevant local and national regulations, such as:

Waste (England and Wales) Regulations 2011: The legal framework for managing waste, including waste classification, handling, and documentation requirements.

The Waste Electrical and Electronic Equipment Regulations 2013 (WEEE): Specific regulations governing the disposal and recycling of electrical and electronic waste.

The Hazardous Waste Regulations 2005: These regulations govern the safe storage, transport, and disposal of hazardous waste.

EU Waste Framework Directive 2008/98/EC: An overarching piece of EU legislation on waste management, which establishes the hierarchy of waste management practices, from prevention and reuse to recycling and final disposal.

4. Waste Disposal Considerations

Where materials cannot be recycled or reused, appropriate disposal procedures must be followed, especially for hazardous materials. This includes:

Special Handling for Hazardous Waste: Any waste classified as hazardous must be stored in dedicated containers, transported by licensed carriers, and disposed of at authorised facilities.

Disposal Records: Ensure that all waste disposal is documented with the correct paperwork, including consignment notes for hazardous waste and certificates of disposal or recycling.

5. Benefits of Waste Segregation and Recycling

Environmental Protection: Reduces landfill waste and mitigates environmental pollution by keeping recyclable and hazardous materials out of landfills.

Cost Savings: Recycling and reusing materials can lower procurement costs, reduce disposal fees, and sometimes generate revenue from recyclable materials.

Sustainability: Promotes a more sustainable construction process by reducing the consumption of raw materials and lowering the carbon footprint of a project.

Regulatory Compliance: Ensures compliance with local, national, and international regulations regarding waste disposal, reducing the risk of fines and legal issues.

Work at Heights

All work at height will be meticulously planned, risk-assessed, and carried out in line with The Work at Height Regulations 2005. These regulations require that employers do all that is reasonably practicable to prevent anyone from falling, including both workers and the public, and that all work at height is conducted in a safe and controlled manner.

Hazards

The primary hazards associated with work at height include:

- Falls of personnel from the working area, platform, or access points.
- Falls of tools, materials, or equipment from height, endangering those below.
- Responsibilities and Safe Working Procedures

Site Supervisor Responsibilities

The Site Supervisor will ensure:

Planning and Compliance:

All work is undertaken following detailed risk assessments, method statements, and relevant safety standards, and all operatives have received site-specific instructions and training in safe work procedures, including proper use of all safety equipment.

Regular Equipment Inspections:

Safety equipment, such as scaffolds, harnesses, lanyards, anchor points, and platforms, will be inspected by a competent person before first use, then at least weekly, and also after any incident or severe weather. All equipment must meet manufacturer and safety standards, and defective equipment will be immediately removed, repaired, or replaced.

Operatives must inspect their own equipment before each use to identify any wear or damage. Any concerns must be reported to the Supervisor and addressed immediately.

Protection of Those Below: Supervisors will ensure:

That no persons are permitted to work, stand, or pass beneath work areas where work at height is being carried out unless protective measures, such as debris netting, toe boards, or catch platforms, are in place.

Signs and barriers are used to prevent access to areas below the work zone.

Competent Person Consultation: For any non-standard work at height or situations requiring bespoke solutions, advice must be sought from a competent person to determine the safest method, equipment, and required controls.

Personal Protective Equipment (PPE): All personnel on a site where work at height is taking place must wear appropriate PPE, including:

- Safety helmets with chin straps (if required) to protect against falling objects or slips.
- Additional PPE, such as gloves, safety goggles, and non-slip footwear, as appropriate for specific tasks.

Safety of Others, Including the Public:

Supervisors are responsible for safeguarding the public, particularly vulnerable groups such as children. Work areas will be restricted and secured when unattended, such as outside working hours, using locked gates, fencing, or barriers.

Fall Protection for Working Areas:

All working platforms or areas at height must have physical barriers, including guardrails, toe boards, or other suitable means to prevent falls.

Work areas will be evaluated and secured with the best available fall prevention or arrest measures, such as edge protection systems, scaffolding, or mobile elevating work platforms (MEWPs).

Employee Responsibilities

All personnel involved in work at height are required to:

Follow All Instructions and Training: Operatives must adhere strictly to the safe systems of work as communicated by the Site Supervisor or competent person and use safety equipment as directed.

Inspect Equipment Before Use: Each operative is responsible for checking their safety harness, lanyards, and other PPE before each use, ensuring that equipment is in good condition.

Utilise Appropriate Attachment Points: Where personal fall protection systems are used, operatives must connect only to suitable, certified anchor points, ensuring all lanyards and lines are as short as possible to minimise fall distance.

Report Any Hazards or Defective Equipment: Any unsafe conditions, equipment issues, or hazards that arise during work must be reported immediately to the Supervisor.

Equipment Use and Precautions

It is the responsibility of the contracts manager to ensure all provisions are in place.

Safety Harnesses and Fall Arrest Systems: (see harnesses) When working at height where fall risks cannot be eliminated by guardrails or other collective protection:

Safety harnesses must be fitted correctly, allowing for comfort, mobility, and maximum fall protection.

Fall arrest devices must be kept in close proximity to the worker and only used when there is sufficient clearance below to prevent a ground impact.

Anchorage Points and Lanyards: Anchor points should be at or above head height and must be inspected for strength and reliability. Lanyards and lines should be as short as practicable to minimise fall distances.

Working Platforms: All platforms used for work at height must:

- Be properly constructed and include guardrails and toe boards to protect against falls.
- Have fully boarded surfaces without gaps and be securely fastened or weighted to prevent movement.

Edge Protection and Access Routes: Ensure that all access routes and work platforms are equipped with edge protection, such as guardrails, to prevent accidental falls.

Use of MEWPs: Mobile Elevating Work Platforms must only be used by trained personnel with appropriate certification, and equipment must be inspected prior to use.

Rescue Plans: For any work at height involving fall arrest systems, a rescue plan must be developed and rehearsed to ensure prompt and safe retrieval in the event of a fall. This plan should include details on rescue equipment, such as aerial work platforms or ladders, and the responsibilities of personnel involved in the rescue.

Health and Safety Training

All workers performing tasks at height will receive training to understand:

- The risks associated with working at height and ways to avoid falls.
- The correct use, inspection, and maintenance of PPE, particularly harnesses, lanyards, and fall arrest systems.
- Emergency procedures and their role in executing the rescue plan.

Documentation and Monitoring

Inspection Records: All equipment inspections and maintenance records will be documented, with defective items removed from service until repaired or replaced.

Compliance Monitoring: Supervisors will conduct ongoing monitoring and ensure that all safe work procedures are followed.

Incident Reporting: Any incidents, near-misses, or equipment failures related to work at height will be investigated to improve practices and prevent reoccurrence.

Work in Other Employers' Premises Policy

When employees of Gable are required to work in premises under the control of another employer, all necessary precautions will be taken to ensure their health, safety, and welfare. In such situations, both Gable and its employees must adhere to the safety protocols established by the employer in control of the premises and will actively participate in all coordination efforts to promote a safe working environment.

Responsibilities and Safe Working Procedures

Responsibility of the Host Employer

The primary responsibility for the safety and maintenance of the premises rests with the employer in control. This includes:

- Ensuring that the premises, equipment, and facilities are safe and compliant with relevant health and safety standards.
- Communicating any known risks or hazards within the premises to all external contractors and personnel on site.
- Providing access to welfare facilities, including sanitary, rest, and drinking water provisions, as required under health and safety law.

Responsibilities of Gable

Gable will ensure that:

Site-Specific Inductions: All employees will attend the induction provided by the host employer, covering key aspects such as emergency procedures, specific hazards, and relevant safety protocols unique to the site.

Compliance with Site Safety Rules: Employees will observe and comply with all site-specific safety rules, including access restrictions, PPE requirements, emergency protocols, and designated pathways.

Coordination and Communication:

Gable will cooperate with the host employer to address any site-specific hazards that may impact employees. This includes coordinating any risk assessments or specific safety controls required for the tasks they will perform.

Any concerns or identified hazards observed by employees must be reported immediately to both the site supervisor and the host employer to address safety issues promptly.

Welfare Provisions: Where the host employer does not provide adequate welfare facilities, Gable will work with the host employer to make suitable alternative arrangements or supply these as needed to meet the minimum legal requirements.

Employee Responsibilities

Employees are expected to:

Observe Site Rules: Employees must follow all site-specific rules and guidelines, including any restrictions on movement, smoking, and equipment use.

Smoking Policy: Unless otherwise specified, employees must assume that all areas on site are designated as NO SMOKING zones, including within vehicles and equipment. If unclear, employees should confirm the smoking policy with the Site Manager during induction.

Use of PPE and Safety Equipment: Employees must use any required PPE provided or specified by the host employer. They must also be vigilant in ensuring that equipment they bring to the site is in safe working order, calibrated, and maintained according to company policy.

Work Safely and Report Hazards: Employees are required to:

- Immediately report any unsafe conditions or practices observed on site to the Site Supervisor and follow any additional guidance issued to mitigate risks.

- Exercise caution in unfamiliar environments and remain alert to site-specific hazards communicated during induction or through posted signage.

Coordination with Other Workers: Employees will work cooperatively with all personnel on site, respecting both the host employer's staff and any other contractors, ensuring a collaborative approach to health and safety.

Cooperation and Coordination with the Host Employer

To maintain a safe environment for all parties, Gable and the host employer will engage in:

Regular Communication: Both parties will communicate regularly to address any new risks, updates to safety procedures, or adjustments in work processes that may impact safety.

Incident Reporting and Investigation: Any incidents, near-misses, or accidents occurring on site involving Gable employees will be promptly reported to the host employer. Both parties will participate in any investigations to determine the root cause and establish improved controls.