



**BONNER FORMWORK**

# **HEALTH & SAFETY POLICY**

2022

**Revision A – June 2022**

# **BONNER FORMWORK**

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**1.0 POLICY STATEMENT**

**GENERAL STATEMENT OF INTENT**

Bonner Formwork is committed to ensuring the safety of its employees, customers, members of the public and anyone else who are affected by our operations.

The company commits to operating in accordance with the Health and Safety at Work (etc) Act 1974, The Management of Health & Safety Regulations 1999 and all other applicable regulations and codes of practice, so far as is reasonably practicable.

The management will ensure that significant risks are assessed and suitable and sufficient measures are adopted to allow each employee/contractor to carry out his/her duties safely and without risk to health. Suitable equipment will be provided and maintained in a safe condition, and safe systems of work will be devised.

The company shall strive to achieve continuous improvement in Health & Safety performance.

Bonner Formwork Management will provide all necessary resources including time to ensure that all Health and Safety matters are adequately funded. This includes, training, personal protective equipment, adequate equipment/tools, maintenance for this equipment, external advice where necessary and any other resource necessary to ensure the Health and Safety of our staff.

Each employee/contractor will be made aware of his/her responsibility for his/her own health and safety and that of others. All employees/contractors will be given the opportunity to consult with the management on matters relating to Health & Safety, or to appoint a representative to do so.

Where necessary the company will arrange or provide suitable training for both management and operatives, in particular where new work practices or equipment are introduced.

The company will seek external advice as necessary to keep its health & safety policy, working practices and equipment up to date and in accordance with current legislation.

Ultimate responsibility in all areas of safety rests with the Managing Director, Dean Bonner. This duty is of no less importance than any of the responsibilities attached to that position.

Reviews of Health and Safety Policy will be made annually no later than 31 November. The monitoring of all issues relating to this policy is the responsibility of the Managing Director.

Signed...  .....

Date.... J. / . / .....

**Dean Bonner  
Managing Director  
Bonner Formwork**

## 2.0 PRINCIPAL LEGISLATION

The principal health and safety legislation affecting the company's operations is listed below.

- Construction (Design & Management) Regulations 2015
- Control of Asbestos Regulations 2012
- Control of Lead at Work Regulations 2002
- Control of Substances Hazardous to Health Regulations 2002
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electrical Equipment (Safety) Regulations 1994
- Electricity at Work Regulations 1989
- Employers Liability (Compulsory Insurance) Regulations 1969
- Environmental Protection Act 1990
- Gas Safety (Installation and Use) Regulations 1998
- Groundwater Regulations 1998
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- Health and Safety (Information for Employees) Regulations 2009
- Health and Safety (Miscellaneous) Regulations 2002
- Health and Safety (Safety signs and Signal) Regulations 1996
- Lifting Operations and Lifting Equipment Regulations 1998
- Management of Health & Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Noise at Work Regulations 2005
- Personal Protective Equipment (PPE) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committee's Regulations 1977
- The Clean Air act 1993
- The Health & Safety at Work etc Act 1974
- The Work at Height Regulations 2005
- The Working Times Regulations 1998
- The Workplace (Health, Safety and Welfare) Regulations 1992

The company will formulate a policy and implement procedures to ensure that it complies, as a minimum, with the provisions of the above legislation for the benefit of all employees/contractors. This policy will be brought to the attention of all employees/contractors by means of an induction when first joining the company. Any significant changes in the policy or in the relevant legislation will be communicated to all employees/contractors via the management structure as appropriate.

### 3.0 ORGANISATION AND MANAGERIAL RESPONSIBILITIES

The company is owned and managed by Dean Bonner (Managing Director) who is directly responsible for Health and Safety matters within the company. The responsible person will seek external assistance where necessary to ensure that the company meets both its statutory obligations and the objectives laid down in this Health & Safety Policy.

The organisation of the workforce is also the responsibility of Dean Bonner who is responsible for ensuring that the company's Health & Safety Policy and associated procedures are implemented by all site operatives as well as day to day management of the company.

Reinforced concrete construction is the responsibility of Dean Bonner who may be supported by site managers, each responsible for one site or customer premises. Depending on the size and nature of the site, the responsible person may be supported by one or more supervisors responsible for the direct supervision of the company operatives.

### 4.0 EMPLOYEE/CONTRACTOR RESPONSIBILITIES

Each and every employee/contractor has a statutory duty to take reasonable care in relation to his/her own health & safety, and the health and safety of any other person who may be affected by his/her acts or omissions.

Therefore, It shall be the duty of all Employees/Contractors whilst at work:

1. To take reasonable care for the Health & Safety of themselves and others, who may be affected by their acts or omissions at work
2. To co-operate with the employer to ensure compliance with all the company Health & Safety policies and procedures
3. To refrain from intentional or reckless interference with equipment and/or systems provided in the interest of Health, Safety and the Environment
4. To co-operate with management when required on such things as accident prevention and all procedures with regard to Health, Safety and the Environment as set out in the Health & Safety at Work etc. Act 1974 and the Environmental Protection Act 1990 and all associated Regulations and ACOPs
5. To maintain good standards of housekeeping in the yards and on client premises
6. To report any accident or incident including near-misses (whether or not personal injury results) to the office
7. To report any defects in equipment without delay to their immediate Supervisor and not to attempt repairs which they have not been authorised and specifically trained to undertake
8. To ensure that no potentially hazardous item, substance or machine is brought on to site or used without the prior knowledge and authority of their immediate Supervisor
9. To use and if applicable wear any item of Personal Protective Equipment. It is a requirement of law that any equipment supplied for safety **must** be used, and when not in use it is properly cleaned, stored and maintained.
10. To undergo any Health, Safety, Environmental and operational training deemed necessary by the company

## **5.0 STAFF CONSULTATION**

If an employee/contractor becomes aware of any potential breaches of health & safety law, or unsafe working practices he/she must notify the MD or Site Manager.

If an employee/contractor feels that Health & Safety procedures may be improved, for example by use of alternative equipment, he/she will be encouraged to discuss any suggestions with the management.

## **6.0 SAFETY FUNCTIONS AND RESPONSIBLE PERSONS**

The company has identified the following safety functions and has designated those persons named below as responsible for carrying out those functions.

1.	Risk Assessments	Dean Bonner
2.	Manual Handling Assessments	Dean Bonner
3.	COSHH Assessments	Dean Bonner
4.	Fire Risk Assessments	Dean Bonner
5.	First Aid Arrangements	Dean Bonner
6.	Emergency Procedures	Dean Bonner
7.	Accident Reporting and Investigation	Dean Bonner
8.	Welfare	Dean Bonner
9.	Equipment Inspections & Records	Dean Bonner

Where any of the above named personnel are unable to carry out their duties, for any reason, responsibility will pass to external Health & Safety support to ensure that suitable provision is made to ensure the discharge of each function.

## **7.0 ARRANGEMENTS FOR CARRYING OUT DUTIES**

### **7.1 Risk Assessments**

The MD or his nominated representative will prepare a generic risk assessment covering the common risks encountered in the company's normal business. If necessary, external assistance will be sought to carry out the generic risk assessments. The significant findings of the risk assessments will be relayed to all staff. Copies of the risk assessments are appended to this health & safety policy.

The MD or his nominated representative will carry out site specific risk assessment for new site which the company's employees/contractors are obliged to work. Such assessments will consider the health and safety of employee/contractors and the public on site. In particular the company is aware of the number of serious injuries from the incidence of Slips, Trips and Falls. The MD therefore will pay particular attention to eliminating these hazards from each site.

### **7.2 Serious or Imminent Danger**

These procedures are in line with Regulation 8 of the Management of Health & Safety at Work Regulations 1999

It is a policy of the company that no employee or sub-contractor will be made to work in dangerous conditions without due regard to health and safety and all employees should be aware that there are regulations and procedures regarding serious or imminent danger

Managers, supervisors and employees are reminded that they must not under any circumstances undertake work or instruct others to undertake work where there is a risk of imminent danger without the correct levels of personal protective equipment, training and safety procedures being in place

The firm authorises any employee to remove himself/herself to a relative place of safety when he/she has reason to believe he/she is at serious risk or in imminent danger. Work will not resume in that area until the problem has been neutralised

Some emergency events can occur and develop rapidly, thus requiring employees to act without waiting for further guidance, for example, in a fire. Employees must, on arrival at new sites, make themselves familiar with the emergency procedures, escape routes and location of fire fighting equipment etc prior to starting work

Under no circumstances will work activities take priority over safety considerations

### **7.3 Working At Height**

It is the policy of the company to comply with the Work at Height Regulations 2005. Work at height will be avoided wherever possible, where work at height can not be avoided; the site foreman is responsible for carrying out a risk assessment and selecting appropriate work equipment to access height and ensuring the appropriate safety measures to prevent falls are implemented.

Only trained and competent staff will be allowed to work at height and apprentices will be closely supervised.



Where the risk of a fall can not be eliminated the foreman will put in place measures and equipment to minimise the distance and consequences of a fall should one occur.

#### **7.4 Work Instructions (Method Statements)**

Work Instructions (Method Statements) will be developed for all the companies operations, information from the risk assessments will be used to formulate these documents which will be used in training and given to members of staff, the work instructions will be reviewed and updated either periodically or when something significant changes

#### **7.5 Manual Handling Assessments**

The MD or his nominated representative will carry out specific manual handling assessments for any necessary operation which has been highlighted as requiring a detailed assessment by the general risk assessment. Manual handling assessments will consider the load to be handled, e.g. tools, equipment etc, its size and weight, the individual, the task and the environment in which the task takes place. The assessment will also consider the possibility of utilising mechanical means to minimise the risks arising from manual handling.

#### **7.6 Noise**

Regular exposure to high noise can cause deafness and tinnitus. Noise assessments will be carried out when ever it is suspected that noise levels may be above 80db(a), and hearing protection will be provided for all operatives. Where noise levels are at 85db (a) or above the company will take measures to reduce the exposure of noise to its employees by means other than hearing protection, the wearing of hearing protection shall also be enforced

#### **7.7 COSHH Assessments**

For all materials or substances utilised which may be hazardous to health, a formal COSHH Assessment will be carried out by the MD or his nominated representative, using the form RAF/F3 appended to this health & safety policy. A register of hazardous substances shall be kept at the head office along with all relevant Manufacturers Safety Data Sheets. Significant findings of the assessments will be communicated to the relevant operatives, together with the necessary MSDS sheets and instructions for use.

#### **7.8 Display Screen Equipment (DSE)**

Working with Display Screen Equipment is recognised as being a major cause of injury and ill health, the company will carry out risk assessments and provide information instruction and training to its entire DSE user staff. Employees must carry out the recommendations of the risk assessment and must report instances of injury or ill health suspected of being caused by DSE work to the person responsible for Health & Safety at their earliest convenience

#### **7.9 Young Workers**

Risk Assessments must be carried out in compliance with The Management of Health & Safety at Work Regulations 1999 and the Health & Safety (Young Persons) Regulations 1997

In line with the Health & Safety (Young Persons) Regulations 1997, young persons are defined as those full or part-time employees under the age of 18 years. This includes young persons on job experience working within the firm

There are also special provisions for young people in the Working Time Regulations 1998 concerning limits of hours of work, rest from work and annual holidays

There are particular definitions of people by age in Health & Safety Law: a young person is anyone under 18 years of age

Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience

The responsible person will therefore:

- Assess risks to young workers
- Take into account their inexperience, lack of awareness and immaturity
- Prohibit certain activities where higher risks are identified
- Not allow the young person to operate any machinery or equipment without proper supervision and training
- Provide training to ensure competence before allowing any unsupervised activity to be undertaken
- Provide suitable supervision at all times
- Not employ any person under the age of 14 years for any paid or non-paid employment

## **7.10 Fire Safety**

It is the responsibility of the site foreman to ensure that all fire safety procedures implemented in client buildings and on client sites are communicated to staff, where Bonner Formwork staff are carrying out hot work, the operative must first obtain the appropriate hot work permit from the building manager and ensure he has the appropriate fire extinguisher to hand. 2 hour fire watch will be maintained after any hot work.

Fire risk assessments will be carried out in all areas occupied by the organisation, the risk assessments will consider sources of ignition, sources of fuel and any extra sources of oxygen over and above what is present in the air. The assessment will evaluate the risk of a fire starting and the effect of the fire on people. The assessment will indicate control measures to remove or reduce the risk of fire starting. The significant findings of the assessment will be communicated to the relevant persons together with the necessary instruction and training.

### **Means of Escape**

In the event of fire occurring, it is vital that staff and other persons are able to evacuate the premises

All existing doors through which a person may have to pass to get out of the premises must be capable of being easily and immediately opened from the inside. Bonner Formwork staff will not block or otherwise obstruct exits provided for emergency evacuation

Access routes must always be maintained unobstructed to exit doors (internal and final exits) sufficient to allow easy access by the number of persons likely to use those routes, (750mm minimum) and employees must observe any line markers to indicate areas which must be kept clear

Stairways in buildings must be free from any risk of fire or spread of fire e.g. unauthorised portable heater, combustible material etc

Under no circumstances should fire doors be wedged open unless they are retained by automatic magnetic release systems or similar which are connected to the fire alarm system.

### **Smoking**

The firm generally operates a no-smoking policy at client premises. This is necessary in order to protect the Health & Safety of all employees. Smoking is a risk to health and the third major cause of fire, therefore, your co-operation in this matter is actively sought. No-smoking areas must be strictly adhered to.

### **Housekeeping**

Good housekeeping is most important. Waste or packing materials should not be allowed to accumulate in any building. No combustible materials should be kept in rooms and stairwells should be kept clear of combustible materials at all times.

#### **7.11 Smoking**

From 1<sup>st</sup> July 2007 a general ban on smoking came into force for all enclosed workplaces and company vehicles.

It is the policy of the company that all of our workplaces are smoke free and all employees have a right to work in a smoke free environment. The policy shall come into effect on 1<sup>st</sup> July 2007. Smoking is prohibited throughout all client sites with no exceptions. Smoking is not allowed in company vehicles. This policy applies to all employees, consultants, contractors, customers and visitors.

#### **7.12 Health & Safety Training**

The firm will provide as much training and re-training as is necessary to ensure, so far as is reasonably practicable, the health and safety of all staff in the firm. During staff induction and upon any job transfer, safety training will be provided to ensure that the staff are trained in Health & Safety matters to a level appropriate to their responsibilities.

##### **Induction Training**

Every new employee will receive a safety induction on day one of his/her employment. The training will consist of fire safety, manual handling, and display screen equipment use (where necessary), environmental and general safety. New employees will also be given instruction and safety training on the equipment they will be required to use whilst discharging their duties. A training record form EHS/F1 will be maintained at the company offices for each employee.

#### **7.13 Communication with workers**

The company uses a variety of methods to communicate information with employees and sub contractor. A monthly informal meeting is held to discuss any issue, including safety. We will also pass information to employees with pay slips as required. A notice board in the head office is also kept up to date.

Communication with employees whose first language is not English will be carried out using one or more of the following methods;

- Ensure adequate time to consult with employees where language and/or literacy may be issues so they can absorb the information and respond to you.
- Use an interpreter; this may be a trained work colleague.

- Get information translated and check that this has been done clearly and accurately by testing it with native speakers.
- Use pictorial information and internationally understood pictorial signs where appropriate
- Where information has to be in English, use clear and simple materials, and allow more time to communicate issues

#### **7.14 Pregnant Workers**

The company recognise that pregnant workers are more vulnerable to injury and as such will carry out specific risk assessments where a worker notifies them of a pregnancy, such assessments will consider the workers duties working conditions and hours, where it is deemed that a risk to the mother or baby is present, suitable controls will be introduced

#### **7.15 First Aid Arrangements**

The MD or his nominated representative will ensure that as a minimum the organisation has an appointed person for first aid. The appointed person will be responsible for maintaining the first aid kit and taking charge after an accident, this includes calling for a person qualified in first aid or ambulance if necessary. Where visit are carried out to other premises, the person responsible for Health & Safety will ascertain the first aid procedures to be followed, and details will be provided to all organisation employees/contractors required to work in or on such premises.

#### **7.16 Emergency Procedures**

Where work is carried out in the customer's premises, the MD or his nominated representative will ascertain the procedures to be followed in case of emergency, e.g. lone worker injury etc. and details will be provided to all company employees/contractors required to work in or on such premises.

#### **7.17 Lone working**

All employees/Contractors who are required to carry out lone working will be given information instruction and training on the specific hazards of lone working, the MD or his nominated representative will ensure all lone workers carry mobile phones to ensure they are able to be contacted, the MD or his nominated representative will put in place any such measures he deems necessary to ensure lone workers can contact help in the event of an accident or an emergency, such measures will include training, pre arranged call in times, etc.

#### **7.18 Machinery Maintenance**

All machines including power tools, jet wash equipment, saws, drills etc shall be subject to regular inspection by the contract managers, who will withdraw damaged or unsuitable equipment from service immediately.

All machinery shall also be subject to maintenance and service as per the manufacturers instruction and maintenance schedule OR at least annually

#### **7.19 Machinery Operation**

All employees/contractors who are required to operate machinery will have the appropriate training and license to operate such machinery. It is company policy to take severe disciplinary action against any person found to be operating machinery without the necessary competence.

## **7.20 Transport Safety**

It is the policy of the company to only employ drivers who are competent.

### Driver approval and competence

A person may only operate Bonner Formwork Ltd vehicles if he or she;

- a) Has held a full UK license for a minimum of 2 years
- b) Has not been disqualified from driving for drink and/or drug offences in the last 5 years nor has any prosecution pending
- c) Holds the correct license for the type of vehicle being operated

Drivers must inform the company of **any** circumstances that may lead a driver to being unfit for driving duties.

Drivers must inform the office immediately they become aware of any pending prosecution for any driving offence.

All drivers will be asked to present their licenses to the office these will be photocopied and returned.

## **7.21 Accident Reporting and Investigation**

All employees/contractors must report any near miss, accident or injury to the Head Office. Details of all accidents will be entered into the company's accident record book.

It will be the responsibility of the MD or his nominated representative to notify the Health & Safety Executive in respect of any accident or occurrence for which notification is required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Any accident resulting in more than minor injuries, or incident which might have resulted in serious injury, will be investigated by the MD or his nominated representative. Depending upon the circumstances of the accident, the MD or his nominated representative may seek the assistance of an external Health & Safety Advisor, both in the investigation and the formulation of preventative procedures to avoid repetition.

## **7.22 Welfare on residential Contracts**

In most cases company employees/contractors will be able to use toilet/washing facilities within the customer's premises. It will be the responsibility of the Site Manager to ascertain if this is possible prior to commencement of a contract. Where it is not possible, it will be the responsibility of the Site Manager to establish the location of suitable temporary or public facilities.

Due to the nature of the work, it is not reasonably practicable for the company to provide messing facilities. In some cases, employees/contractors may be able to use Customer's facilities, but where this is not possible; employees/contractors will be required to make their own arrangements. However, it will be the responsibility of the MD/ Site Manager to identify potential public facilities within the vicinity of the work.

### **7.23 Welfare on Construction Projects**

Welfare facilities provided for construction projects shall be implemented as per schedule 2 of the CDM regulations 2015. A full list of these requirements are provided to each contract manager

### **7.24 Equipment Inspections and Records**

Each employee/contractor must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to MD/Site Manager. The Site Manager will carry out 6 monthly inspections of all company equipment, ladders, PPE, tools, etc, and will keep a record of such inspections. For the purposes of record keeping, each item of equipment shall have its own unique reference, which shall be clearly marked on it. Markings must be maintained so that they are clearly discernible at all times.

Where an inspection reveals a defect, it will be the responsibility of the MD/ Site Manager to ensure that the equipment is not used until such time as a suitable repair has been affected. If the equipment is beyond repair it must be discarded, whether or not a suitable replacement is available, and any work relying on the use of such equipment must be suspended until a suitable replacement is available.

### **7.25 Pat Testing**

All portable electrical appliances will be tested in accordance with the regulations, at the recommended intervals, "as may be necessary to prevent danger". It will be the responsibility of the site manager to ensure that all equipment provided is suitable for the task, including any provided by a Customer.

### **7.26 PPE**

Personal Protective Equipment will be provided by the company and the relevant PPE must be worn at all times whilst carrying out work. Details of the correct PPE will be made available to employees, no employee/contractor will be permitted to start work without the correct PPE and the necessary information, instruction and training to enable him to utilise the equipment correctly and without risks to safety and health. It will be the responsibility of each contract manager and his site foreman to monitor the wearing of PPE on sites under their control, persons found to be persistently breaching PPE rules will be subject to disciplinary procedures including ejection from site

### **7.27 Asbestos**

Asbestos is recognised as being an extremely hazardous substance and as such must be treated with the utmost care. When working on site staff and contractors will assume any suspicious material is asbestos and stop work unless there is conclusive evidence to the contrary.

No disturbance such as drilling, breaking or cutting etc shall be carried out to any material suspected of containing asbestos fibres. Any suspicious material shall be reported to the site or building manager immediately.

Refurbishment and demolition surveys should be made available where refurbishment work or other work involving disturbing the fabric of the building is carried out.

Bonner Formwork policy is that we will not generally work on asbestos products. Under limited circumstances and when authorised, Bonner Formwork employees, with an appropriate current training certificate, will be allowed to work on non-licensed asbestos products as prescribed by the HSE. This type of work will be risk assessed separately

from other tasks. Notifiable non-licensed work (NNLW) must be notified to the HSE before commencement of work. A copy of the RAMS must be signed by all employees when working with asbestos. Bonner Formwork will record all projects involving NNLW and keep records of employee health checks for those working on NNLW, this must be carried out prior to the start of work and renewed on a 3 year cycle.

## **7.28 CDM (Construction Design & Management) Projects**

Bonner Formwork recognises the requirements of these regulations and makes every endeavour to comply.

The regulations call for:

**Competence of all** - A person must be capable of carrying out duties placed on him / her and must only accept knowing they are competent to carry out the task.

No person may arrange for a person to carry out works unless he is either,

- Competent
- Under supervision of a competent person

The business selects personnel based on ability and where possible seeks demonstration by certification. A training plan is maintained and personnel are encouraged to take on additional training in order to improve skills. Additional “in-house” training refresher sessions are provided in order to keep personnel up to date with current regulations.

### **Co-operation of employees, contractors and others**

Every person involved in works must seek the co-operation of any other persons concerned at the same or adjoining site so far as necessary in order to ensure all may carry out works safely.

Similarly, he must co-operate to ensure others may continue with their works safely.

All persons involved must report anything which is likely to endanger the health or safety of himself or others.

Supervisors have been appointed in order to ensure work is managed such that it may continue safely where multiple trades or activities may be ongoing simultaneously. Liaison with others allows arrangements to be made that enable all to continue.

### **Co-ordination of activities**

All persons must co-ordinate their activities with one another in a manner such that “so far as is reasonably practicable”, the health and safety of persons carrying out the work and anyone affected by the construction work will remain safe from harm at all times.

It is recognised that all works may not be able to continue at the same time, therefore Supervisors will discuss and plan such that the project may progress safely.

### **Prevention of accidents**

Every person must ensure general principles of prevention are applied “ so far as is reasonably practicable”, to ensure the safety of all and works during all stages of a project.

This is a priority in all activities and the business ensures that method statements and risk assessments are produced identifying arrangements for safe working. All

personnel are briefed on these to ensure they understand these arrangements and the risks that may be encountered by not following procedures.

### **Duties of Contractors**

All Contractors and Principal Contractors have specific duties placed upon them under these regulations and all must be aware and endeavour to comply.

The regulations spell out these requirements for both Contractors and Principal Contractors

The business is fully aware and endeavours to comply so far as is reasonably practicable. All personnel have been made aware of these duties through “in-house” training

The CDM Regulations apply to most common building, civil engineering and engineering construction work.

As of 6<sup>th</sup> April 2015, domestic projects are also included.

The appointed Principal Designer will be responsible for ensuring the completion of the Project Health & Safety File. In the event that a Principal Designer is not appointed, then the Contractor main duty is to plan, manage and monitor the work under their control in a way that ensures the health and safety of anyone it might affect (including members of the public).

HSE must be notified of the site if the construction work is expected to either: last longer than 30 days and have more than 20 workers simultaneously involved or exceeds 500 person days of construction work.

In the case of a domestic project, as above; if using more than 1 contractor a health and safety file must be produced. In any case, the Contractor must produce a Construction Phase Plan suitable for a Domestic Project.

If a Project fits into CDM by any of the above factors, then HSE should be notified on-line before construction work starts using form F10.

### **7.29 Hand Arm Vibration Syndrome (HAV)**

Anyone who regularly and frequently is exposed to high levels of vibration can suffer permanent injury. The construction industry has the second highest incidence of vibration white finger (VWF) injury which is one of the more common forms of HAV.

The company will ensure that staff are not subjected to excessive vibration through power tools etc, the company will endeavor to source low vibration tools and limit exposure to such tools the company will also provide adequate information instruction and training to its staff and contractors on the risks of HAV



## 8.0 GUIDANCE

The company commits to operating to the very highest standards of Health Safety and Quality and will therefore carry out its operations in accordance with best practice as advised by the Health & Safety Executive and also various trade bodies and associations, this best practice will be reviewed on annual basis and adopted annually or when evidence that significant improvements can be made by adopting sooner

Guidance documents are kept at head office and will be made available to staff and other interested parties

## 9.0 MONITORING HEALTH AND SAFETY PROCEDURES

At periodic intervals the MD or his nominated representative will carry out a health & safety audit on one contract, selected at random. The audit will consider the effectiveness of the welfare facilities; emergency procedures, safe methods of work etc. identified at the outset, and will identify any corrective action required. Where the MD considers it necessary in order to maintain the desired level of health & safety, they may seek the assistance of an external Health & Safety Advisor in carrying out audits and identifying corrective actions.

## 10.0 RECORDS

All records will be kept by the MD, in written form indicated in the various appendices. Such records will include:

- Equipment Inspections
- COSHH Assessments
- Generic Risk Assessments
- Staff Training and Induction Records

In addition to the above general records, the following contract specific records will be maintained for each major contract.

- Contract Start-up information
- Specific Risk assessment
- Method Statements and Safe systems of work.
- Accident Record Book

## 11.0 FURTHER INFORMATION

Further information on health and safety issues can be obtained from the Health & Safety Executive, South East Area:

Health & Safety Executive  
The Council Offices  
Station Road East  
Oxted  
Surrey  
RH8 0BT

Tel 01883 732 400  
Help Line 0845 345 0055

H&S Information Line           0300 003 1747  
Incident Contact Centre       0345 300 9923

**Employment Medical Advisory Service**

Health & Safety Executive  
Rose Court  
2 Southwark Bridge  
London  
SE1 9HS

Tel                                 020 7556 2100  
Fax:                               020 7556 2102

**12.0 CONCLUSION**

The above policy is designed to suit the construction services business to which it relates. Should the nature or size of the business change significantly this policy will be reviewed and up-dated, as appropriate.

### 13.0 CDM POLICY STATEMENT

Bonner Formwork will take all necessary measures to ensure high standards of safety, health and welfare at work for all our employees and sub-contractors in fulfilment of our moral and legal responsibilities under the Health & Work, etc., Act 1974, the Management of Health & Safety at Work Regulations 1992, and the Construction (Design and Management) Regulations 2015.

The health and safety of our employees, sub-contractors and all those likely to be affected by our operations is the recognized responsibility of the Directors.

The company's safety policy details the responsibility of safety matters at all levels of management and is displayed to all employees and sub-contractors working for the company. Our policy sets out the company's safety standards and responsibilities and is reviewed at regular intervals to ensure that all changes in legislation are incorporated and that our procedures and their implementation remain effective.

The CDM regulations established a safety management network at all stages in the development of a construction project. Responsibilities are imposed on the client to appoint a Principal Designer who is responsible to review designs and where possible safety risks, ensure co-operation amongst all designers and prepare a health and safety plan.

The chain of responsibility for day to day matters on site is delegated from the Director\*: to the site managers who are charged with ensuring safe working practices throughout the course of the contract and that the Health and Safety Plan is followed. This may involve instituting specific safety measures appropriate to the project and ensuring safe methods of work are adopted by any specialist sub-contractors. The company will employ the services of HS Direct Ltd to provide specialist advice on all health and safety matters as well as making site inspections and reporting their findings to both site management and the Directors. We are therefore able to ensure that our methods of working and high safety standards are maintained in line with our stated policy.

**Dean Bonner**  
Managing Director  
Bonner Formwork

November 2017

Signed.... ..

## 14.0 ENVIRONMENTAL POLICY STATEMENT

It is the policy of the company to ensure that all our activities are, so far as is possible, sensitive to all issues relating to the protection of the environment.

Environmental considerations are taken into account in all purchasing decisions. All plant, equipment and materials used by the company are, to the best of our knowledge environmentally friendly.

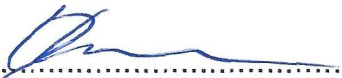
Good Housekeeping is the duty of all employees; waste material is disposed of responsibly.

All Company vehicles are run on unleaded fuel or diesel.

This policy is under constant review and whenever possible more environmentally friendly products or methods of work will be introduced.

Dean Bonner  
Managing Director  
Bonner Formwork

November 2017

Signed..........

## 15.0 STATEMENT OF POLICY ON ALCOHOL AND DRUGS

Bonner Formwork are concerned about the dangers associated with misuse of alcohol or drugs by people in the workplace.

Under no circumstances are employees to attend work after using alcohol or narcotic drugs, be in possession of alcohol or drugs whilst on site or consume alcohol or drugs on the site.

Employees are also required to report to management any known side effects from prescribed medications.

This is incorporated in our health, safety and welfare policy and rules for staff. Any breach of this policy will be treated as gross misconduct and dealt with accordingly.

Dean Bonner  
Managing Director  
Bonner Formwork  
Limited

January 2022

Signed *Dean Bonner*

## **16.0 HEALTH & SAFETY FORMS**

**General Risk Assessment - Form RA/F1**