

Health & Safety Policy

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KKB Group of Companies

**KKB Regeneration Ltd
Recycled Roadways Ltd
KKB Plant Services Ltd
KKB Remediation Ltd**

HEALTH & SAFETY POLICY STATEMENT

The Health, Safety and Welfare of employees is of prime importance to KKB and is essential to the efficient operation of its undertaking. Its undertaking being primarily in the remediation of brown field sites, ground works and civil engineering.

The responsibility of safety at work rests upon all sectors of management. KKB. will ensure that this policy is pursued throughout the organisation and will take all reasonably practicable precautions to ensure the Health, Safety and Welfare at work of its employees by providing: -

- A safe and healthy working environment by the design, construction, operation and maintenance of all equipment and facilities, including welfare.
- Safe systems of work.
- Adequate control for the storage, use and transportation of hazardous articles and substances
- Adequate information, instruction, training and supervision.
- Control of situations likely to cause injury or damage to property and/or equipment.
- Effective facilities for the treatment of injuries that occur at work.
- Effective fire prevention and fire control procedures.
- Adequate facilities for consultation between management and employee representatives.
- Sufficient tests, examinations, samples and records as are necessary to monitor the working environment.

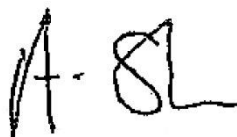
All employees of the company agree, as a term of their contract of employment, to comply with their individual duties under section 7 & 8 of The Health and Safety at Work Act 1974, Regulation 14 of the Management of Health and Safety at Work Regulations 1999, and generally co-operate with their employer so as to enable them to carry out their Health and Safety duties towards them. Failure to comply with Health and Safety duties, regulations, procedures and work rules on the part of the employee, can lead to dismissal from employment. In the cases of serious or repeated breaches, such dismissal may be instant and without prior warning.

The overall responsibility for Health, Safety and Welfare of the company and its personnel is vested in the Managing Director.

KKB, will give full backing to this policy and to the nominated Safety Manager (whose function it shall be to monitor and operate the policy), and will support all those who endeavour to carry it out.

KKB. wish to strongly emphasise, however, that the whole concept of Health & Safety at work is best served by the increased awareness of individual personnel and a personal readiness to react appropriately to whatever situation arises.

Signed:



Date: 13 May 2010

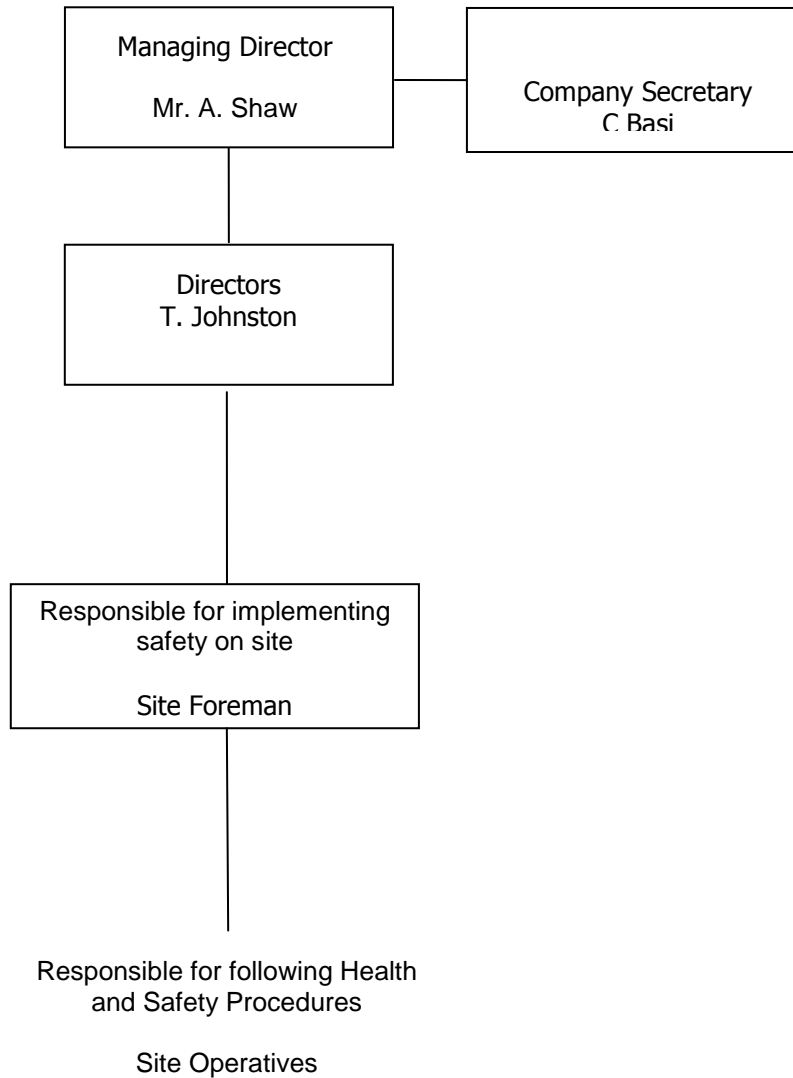
Andrew Shaw
Managing Director

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SUBJECT 1: COMPANY STRUCTURE



KKB

SAFE WORKING CODE OF PRACTICE

SUBJECT 2: RESPONSIBILITIES

This Code of Practice is to be read in conjunction with the HSE Publication 'Health & Safety – Directors' Responsibilities'.

Managing Director

The Managing Director accepts overall responsibility for all matters, including those regarding Health, Safety and Welfare.

The Managing Director will also:

- Preside over the quarterly Health and Safety review meetings.
- Assess, along with the relevant directors / managers and the health and safety nominated person(s), the procedures to be adopted following regular audits.
- Authorise the action necessary to implement the procedures resulting from audits.
- Ensure sufficient resources are available to ensure a safe and healthy working environment as far as is practicable.
- Encourage active participation of the workforce in improving health & safety performance and policies
- Set a personal example.

In addition to the above, the Managing Director will accept the following responsibilities applicable to other/future Directors.

Directors

Directors have responsibilities for ensuring that:

- The Health and Safety Policy is brought to the attention of all employees and sub contractors and that the statement is displayed in prominent locations.
- The objectives of the Health and Safety Policy are fully understood and observed by managers, supervisory staff and general employees, including sub-contractors.
- Adequate funds, materials, equipment and human resources are provided to meet all safety requirements.
- There is active participation of the workforce in improving health & safety performance and policies
- Safety is given a prime consideration in all operational planning.
- They set a personal example.

Director Nominated as 'Champion for Health & Safety':	Mr. T Johnstone
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The above-nominated Director must ensure that each Director achieves the above responsibilities. In addition, he / she will:

- Ensure all board decisions are in line with the company health & safety policy.
- Encourage active participation of the workforce in improving health & safety performance and policies
- Ensure the appointment of sufficient competent health & safety personnel for the company.
- Ensure the company health & safety policy, and associated risk assessments, are reviewed at least once every year, or after each change of company direction / operations, and that any subsequent changes are brought to the attention of all employees and sub-contractors.

Managers

Managers have the responsibilities for ensuring that:

- They have read, understood and can implement the company Health and Safety Policy.
- The Health and Safety Policy is brought to the attention of all employees and sub-contractors under their control, including any changes resulting from safety audits.
- Any advice or instruction following a risk assessment, or any information concerning hazardous substances, is closely adhered to.
- Relevant COSHH assessments to cover materials and substances, liberated gases/fumes are available to their workforce and the control measures therein are maintained.
- Safety is an integral part of work and that subordinates are aware and understand all relevant safety instructions, rules, safe working practices and method statements and that these are adhered to.
- All new starters (including sub-contract labour) receive the KKB. induction training, as well as any induction training required by the client, **before** they are permitted to start work.
- New employees, particularly young entrants, learn to take appropriate safety precautions. Identify training requirements of individuals and report this to the health and safety manager.
- No employee / sub-contractor is allowed to take risks and they are encouraged to reduce / eliminate hazards.
- Each work site under their responsibility is organised and maintained, so that work is carried out with minimum risk to employees, public, equipment and materials.
- All Foremen and Operatives under their control are clear on what is expected of them and that they have the training, equipment, materials and protective equipment to carry out their duties.
- All vehicle operators and general operatives are appropriately trained and hold current driving licences as applicable.
- Equipment is suitable for the required task, has a current relevant test certificate and is only operated by authorised persons and that any defects are reported immediately.
- All identified repair and maintenance work is done to a recognised standard and emergency repairs are dealt with efficiently.
- Statutory tests & inspections are carried out for all equipment employed and that associated certificates / registers / records are kept up to date.
- All hired plant is safe, without health hazards and is accompanied by a copy of its current inspection certificate.

- Appropriate safety equipment and personal protective equipment is available, issued, maintained and worn.
- Where possible, all portable tools/equipment must operate either by compressed air or 110 volt power. Where this is not reasonably practicable, all 240 volt equipment **must** be protected by a Residual Current Device (RCD).
- Statutory notices and placards are displayed as appropriate.
- There is sufficient liaison with all HM Inspectors, clients, visitors and external safety officers when required and that any recommendations are acted upon.
- Manual handling is kept to a minimum, with loads being kept below 25 kg where possible. Where manual handling is unavoidable, risk assessments will be carried out to ensure the associated hazards are reduced to a minimum.
- Unattended equipment is left in a safe and secure state.
- All accidents and incidents are reported immediately.
- Accident/Emergency procedures are identified and maintained and that the workforce understands the procedures fully.
- Fire certificates, where applicable, are complied with and alarm systems tested and maintained, with records kept. Carry out emergency escape procedures as required.
- All fire-fighting systems are correct for the perceived risk and maintained.
- First aid facilities are available and maintained by a competent person, both at the head office and on-site.
- Any recommendation following an accident investigation is actioned to prevent recurrence.
- Adequate welfare facilities are provided and maintained in a clean and reasonable condition.
- Horseplay is discouraged and that appropriate disciplinary measures are taken against those who fail to consider safety factors.
- High standards of hygiene & house keeping are maintained.
- They set a personal example.

Nominated Competent Person(s)

Nominated Safety Advisor:	John Harris
Person Responsible for Day to Day Health & Safety: (if different from above)	Terry Johnston

The above-nominated '*Person Responsible for Day to Day Health & Safety*' has the responsibility for:

- Being a focal point for advice to all employees and company business associates.
- Communicating with health and safety consultants as and when necessary, thus ensuring the company health & safety policy remains up to date in light of any changes in legislation or industry best practice; advising all directors accordingly.
- Ensuring that information concerning health and safety matters are brought to the attention of the appropriate manager / nominated person(s).
- Regularly monitoring the organisations operations to ensure that the objectives of the health and safety policy are being complied with.
- Ensuring that a comprehensive induction-training program is available for all new starters.
- Monitor the use of Young Persons and revise working practices and risk assessments accordingly.
- Ensuring that support is given to enable the management team and employees to implement all aspects of the health and safety policy.
- Liaising with clients and enforcing authorities where required.
- Reporting to respective directors on health and safety matters.
- Keeping and reviewing detailed records of all accidents, enabling the identification of any problem area.
- Co-ordinating the monitoring procedures and ensuring necessary inspections are undertaken at regular intervals.
- Attending and assisting in the organisation of any safety meetings.
- Ensuring that all company equipment is subject to the required inspection regime under the appropriate legislation and that all necessary safe-guards are fitted and working.
- Maintaining the electrical testing of all portable powered tools/equipment at appropriate intervals and ensuring that all permanent electrical installations are tested as safe.

- Monitoring the suitability of existing procedures for ensuring the safe working of customers' equipment before, during and after internal maintenance programs, such that they meet all of the requirements of a successful '*Portable Appliance Test*'.
- Ensuring that all measurement equipment is calibrated within the required timescales.

Employees

All employees are responsible for ensuring the Health and Safety of themselves and others who might be affected by their actions and for co-operating at all times on health and safety matters. In particular, they should:

- Be aware of their duties under Section 7 of the Health and Safety at Work Act 1974, and to ensure compliance with them and other relevant areas of health & safety legislation.
- Follow all instructions given by management and supervisory personnel to ensure safe working conditions for themselves and safety of the public.
- Use all equipment and safety equipment correctly.
- Wear the appropriate Personal Protective Equipment as issued and instructed by the company and to report any loss or damage of the same.
- Report defects in equipment to their manager immediately and do not attempt repair.
- Report any damage to any utility service immediately to their manager and do not attempt repair. Do not touch a power cable, it may kill you.
- Where applicable, assist the general public as appropriate.
- Be courteous and polite at all times
- Wear suitable clothing at all times, no one is permitted to be bare-chested or wearing shorts.
- Warn new employees / assistants of known hazards.
- Refrain from horseplay.
- Be active in the implementation of the Health and Safety Policy and be involved in improvement by suggesting ways of eliminating hazards.

SAFE WORKING CODE OF PRACTICE

SUBJECT 3: SAFETY INDUCTION INFORMATION

All new employees and sub-contractors will be given a full induction, and will have access to a comprehensive Safety Pack including Emergency Procedures and the company Health & Safety Policy. A record of this induction training will be made on an appropriate form.

All new employees and sub-contractors will be made aware of the company's duties under section 2 of the HASAWA 1974, i.e.:

It shall be the duty of every Employer to ensure as is reasonably practicable the Health, Safety and Welfare at work of all his Employees.

All new employees will be made aware of their duties under sections 7 & 8 of the HASWA 1974, i.e.:

Section 7 - It shall be the duty of every employee while at work:

a) To take reasonable care for the Health & Safety of himself and of others who may be affected by his acts or omissions at work

and

b) To co-operate with his employer as far as is necessary, to enable that duty or requirement to be performed or complied with

Section 8 - No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in the pursuance of any of the relevant statutory provisions.

In addition to the duties under the HASWA 1974, all employees must comply with their duties under Regulation 14 of the Management of Health and Safety at Work Regulations 1999, namely:

- 1. Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him by his employer in accordance both with any training in the use of the equipment concerned which has been received by him by the said employer in compliance with the requirements, and prohibitions imposed upon that employer by or under the relevant statutory provisions.***
- 2. Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health & safety of his fellow employees –***
 - a) of any work situation which a person with the first-mentioned employee's training and instruction would reasonably consider represented a serious and immediate danger to health & safety; and***

b) of any matter which a person with the first-mentioned employee's training and instruction would reasonable consider represented a shortcoming in the employer's protection arrangements for health & safety,

insofar as that situation or matter either affects the health & safety of that first-mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or to any other employee of that employer in accordance with this paragraph.

For the purposes of sections 7 & 8 of the Health & Safety at Work etc Act 1974 and Regulation 14 of the Management of Health & Safety at Work Regulations 1999, sub-contract employees will be viewed as direct employees by KKB

On-Going Safety Training

Regular safety briefings and management meetings will be held. These briefings will cover a range of topics dependant upon the work being undertaken, the personnel attending, the content of previous briefings / meetings, changes in legislation and results of any accident investigation. The content of the safety briefing / meeting will be documented and attendance recorded.

Safety Induction Course Notes

This induction course is for both new employees and to update those already employed by KKB ..

Introductions and Welcome to the Company

- Tour of office and stores, including all general hazards within work areas – fire, first aid, safety & welfare arrangements.
- Meet all key personnel.
- Terms & conditions – hours of work, pay, etc.
- Awareness of the Health & Safety at Work Act 1974.
- Employer's responsibilities – premises, information, training, supervision.
- Employee's responsibilities – sections 7 & 8 and Regulation 14 of the MHSWR.
- Code of conduct for employees, including drug & alcohol abuse.
- Disciplinary procedure.
- Company Health & Safety Policy – whereabouts and access arrangements.
- Employee consultation – nominated persons
- Safety signs – colour & meanings.

Hazards in the Workplace

- Hazard awareness – risk assessment.
- Hazard spotting and reporting.

First Aid & Fire Awareness

- Accidents in the workplace.
- Personal accidents – what to do, first aid arrangements & basic training, RIDDOR.
- Fire – what to do, fire arrangements & basic training.

Personal Hygiene / Welfare

- Company standards – facilities, washing, smoking, eating.
- Violence at Work
- Working Time Directive.

COSHH and Personal Protective Equipment (PPE)

- Labels and symbols on products – Data sheets / COSHH Assessments
- Protective clothing and equipment – use, care, maintenance, storage.

Manual Handling

- Types of injury, causes of injury and consequences.
- Lifting manually.
- Mechanical assistance.

Use of Company Vehicles & Equipment

- Training before use.
- Authorised persons.
- Hazards – entanglement, entrapment, contact.
- Daily checks.
- RTA – what to do.

Noise at Work

- What is noise and what are the dangers?
- How to reduce noise.
- Personal Protective Equipment.

Housekeeping Standards

- Landlords requirements
- Floors – Slips, trips & falls.
- Waste areas / Stores.
- Environmental considerations.

Electrical Equipment

- Dangers of electricity in the workplace – regular checks, effects of water.

Office Staff

- Hazards in the office.
- Safe use of computers – workstation set-up.
- Security – personal and premises.

Working In Customers' Premises

- Basic rules, including conduct and timekeeping
- Customer liaison
- Potential hazards

Supervision

- Current supervisors
- If in doubt.....

Question & Answers

SAFE WORKING CODE OF PRACTICE

SUBJECT 4: PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) includes all clothing and equipment used to protect the worker against a risk to either their health or personal safety.

All activities undertaken by KKB. will be assessed for the need for its workforce to wear PPE. If deemed required, the activity will be reassessed to determine whether the hazard can be eliminated, reduced, contained or the person removed from the hazard before the use of PPE is finalised. KKB is committed to the principle of '*PPE being the last resort*'.

All workers will be issued with all necessary PPE and given suitable and sufficient information, instruction and training in its use, fitting, why it was needed, its limits, recognising any defects and its storage. Frequency of this training will depend on the PPE in question and the circumstances in which it is being used. Furthermore, suitable storage facilities will be provided for all issued PPE.

All supplied PPE must meet the following criteria:

- Be appropriate for the environment it is to be used in
- Be capable of being adjusted to fit the user, i.e. size, facial hair, etc.
- Meet the individual users current health requirements
- Not subject the user to any other risk
- Be fully compatible with any other PPE required to be worn by the user

All PPE must comply with the relevant British Standard.

When required, the wearing of issued PPE is deemed mandatory by KKB . and sufficient supervision will be provided to ensure this requirement is met. Those found not complying with this requirement will be subject to the company disciplinary procedure.

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SAFE WORKING CODE OF PRACTICE

SUBJECT 5: EMERGENCY PROCEDURE

In the event of any emergency, the following steps should be taken:

1. Where appropriate, contact the relevant emergency service (999)
2. Where necessary, make casualty(s) comfortable or administer first aid (**if trained to do so**).
3. Contact the main office as soon as possible.
4. Record as many details of the incident as possible to aid emergency services, reports or future investigations. Such details will include:
 - ◆ Date, time and address of incident.
 - ◆ Casualty personal details.
 - ◆ Any chemicals used during works.
 - ◆ Outline of events leading to incident.
 - ◆ Personal belongings of casualty(s).
5. Report the incident to premises owner, if applicable.
6. Obtain details of casualty destination from emergency services in order that relatives may be informed.
7. Complete the company 'Accident Investigation Form' and/or RIDDOR form (see below) and enter any accident details into the company accident book.

GENERAL DETAILS

In the event of an incident, please contact the following '*Responsible Person*':

Name:	Terry Johnston	Contact No:	
		Mobile:	07870 640152

The Main Office is as follows:
Unit 7, Thameside Terminal
Salt Lane, Cliffe
Rochester
Kent, ME3 7TA

The trained First-Aiders are as follows:

Name:	Craig Hore	Contact No:	01634 221052
		Mobile:	07947 149343
Name:	D Grant	Contact No:	
		Mobile:	07791575652

SAFE WORKING CODE OF PRACTICE

SUBJECT 6: REPORTING ACCIDENTS

REPORTING ACCIDENTS

General

When an accident occurs, however minor its effects may at first appear, it must be reported to the above named Responsible Person. All accidents must be investigated by KKB. and the results kept for a minimum 10 years. In addition, all reportable accidents and diseases must be reported as per the legal requirements of *RIDDOR 1995*. For accidents / incidents reportable under RIDDOR, the '*Incident Contact Centre*' should also be notified of the accident, in addition to any other enforcing authority. Reporting options are as follows:

By Post: Forms F2508 or F2508A can be posted to the:

Incident Contact Centre
Caerphilly Business Park
CAERPHILLY CF83 3GG

By email: riddor@natbrit.com

Via Internet: www.riddor.gov.uk

By Fax: 0845 300 9924 – Forms F2508 or F2508A

By Telephone: 0845 300 9923 – between 08:30 & 17:00 Mon to Fri.

NB: In all cases, a copy of the report must be kept for future reference.

Employee/injured person

The person to whom the details relate must report the incident to either their supervisor or head office, as soon as possible to enable the reporting timescales to be met. Details of the accident must be entered into the Accident Record Book. This applies to injuries received by subcontractors, public, visitors etc. as well as company employees. Full compliance and co-operation in completing the relevant form must be given in all cases.

Responsible Person's Duties in Relation to Accidents

The Responsible Person will ensure that, in the event of a fatal or major injury to any person or dangerous occurrence or noticeable disease, the local office of the Health and Safety Executive (or of the Enforcing Authority where appropriate) is notified immediately by telephone. This is in accordance with the Reporting of Injuries, Diseases and Danger Occurrences Regulations 1995. Confirmation of the notification must be carried out within 10 days using Form F2508 or F2508A. All forms should be completed within the guidelines given in the HSE guide '*RIDDOR Explained*'.

In addition, he / she will ensure that work in the vicinity of a notifiable accident is suspended pending an investigation whilst also making the area as safe as possible.

Finally, details of all accidents **must** be recorded in the company accident book.

SAFE WORKING CODE OF PRACTICE

SUBJECT 7: NOISE

All standard operations involving excessive noise will be subject to a “Noise Assessment”. Where high noise levels are encountered at customers’ premises, noise assessments will be sought from the premises owner. Where not available, the 1 metre / 2 metre rule will be adopted – see later. All Noise Assessments will be kept in the Health & Safety File and will be available for reference by our employees given reasonable notice.

Where necessary, employees will be given suitable ear protection and instruction in its fitting and maintenance. Failure to wear the supplied ear protection will result in disciplinary action being taken.

All employees must conduct themselves in an orderly manner and, wherever possible, shall not make a noise that would be detrimental to others.

All operations will be carried out with full regard to the following:

CONTROL OF NOISE AT WORK REGULATIONS 2005

It is now law that, in any activity where the noise level exceeds 85 dBA, the operator must wear ear protection when the noise cannot be removed or contained. Any activity where the noise level exceeds 80 dBA, the operator is not legally obliged to wear ear protection but it must be available for their use if they so request.

Exposure to noise can have the following consequences:

- Cause annoyance and irritation.
- Affect concentration and efficiency.
- Cause fatigue and accident proneness.
- Prevent the ear from registering other sounds, instructions and warnings.
- Short exposures result in temporary hearing loss.
- Regular exposure to excess noise causes damage to the inner ear and permanent loss of hearing.

There is growing evidence that exposure has consequential effects in other illnesses.

NOTE: Occupational Deafness is included in the list of Industrial Diseases.

Ear Protectors

Although all practical methods should be used to reduce noise levels, where they remain high, ear protectors should be worn at all times. Ear protectors should be suited to the user and suitable for the type of noise. They are only effective if they fit properly, providing a tight seal. They should be inspected regularly for damage and stored in a clean place when not in use.

Very generally speaking, if you have to shout to make yourself understood at 2m, the background noise is around 85 dB(A) and if the distance is only 1m the noise is around 90 dB(A).

NOTE: A check should be made to ensure that hazard warning signals are audible to individuals wearing ear protectors and the volume, tone and method of signalling changed if necessary.

Types of Ear Protection

The two basic type of protector are earplugs and earmuffs.

Disposable Ear Plugs: Made of very fine mineral fibre, sometimes ready shaped. Must be inserted correctly and if taken out should not be reused. Should only be handled with clean hands.

Reusable Ear Plugs: Made of rubber or plastic. Need regular and careful washing. Initial supply and fitting by trained persons. Different sizes may be required for each ear. Must be a good fit. Dirt may cause ear irritation.

Ear Muffs: These completely cover the ear and are sealed to the head with foam or liquid filled seal. Badly designed or produced muffs may give little or no protection. Other points are as follows:

- Ear protectors should be provided on an individual basis.
- Personnel should be trained in the use, care and storage of ear protectors.
- Must provide a tight seal. Pressure from the seal may cause wearers to complain but loose muffs lose most of their attenuation and are ineffective.
- Stored in clean place when not in use.
- Inspected regularly for deterioration or damage. Damage and deterioration to seals also results in ineffectiveness and loss of protection.
- Replaced when necessary.
- In fitting, account needs to be taken of people with different sized or shaped heads or ears, hairstyles and spectacle wearers.
- Muffs fitted to safety helmets may cause problems by not fitting tightly to ear, or moving as the helmet moves.

Muffs must be chosen to deal with a particular sound problem; those which offer protection against low frequency sound may be ineffective at high frequency. Ear protectors are only any good while they are being used. If protectors are worn for only half the shift, only some 10% protection is gained, if worn for 7¾ out of 8 hours, the protection factor is still only 75%.

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SAFE WORKING CODE OF PRACTICE

SUBJECT 8: MANUAL HANDLING OPERATIONS

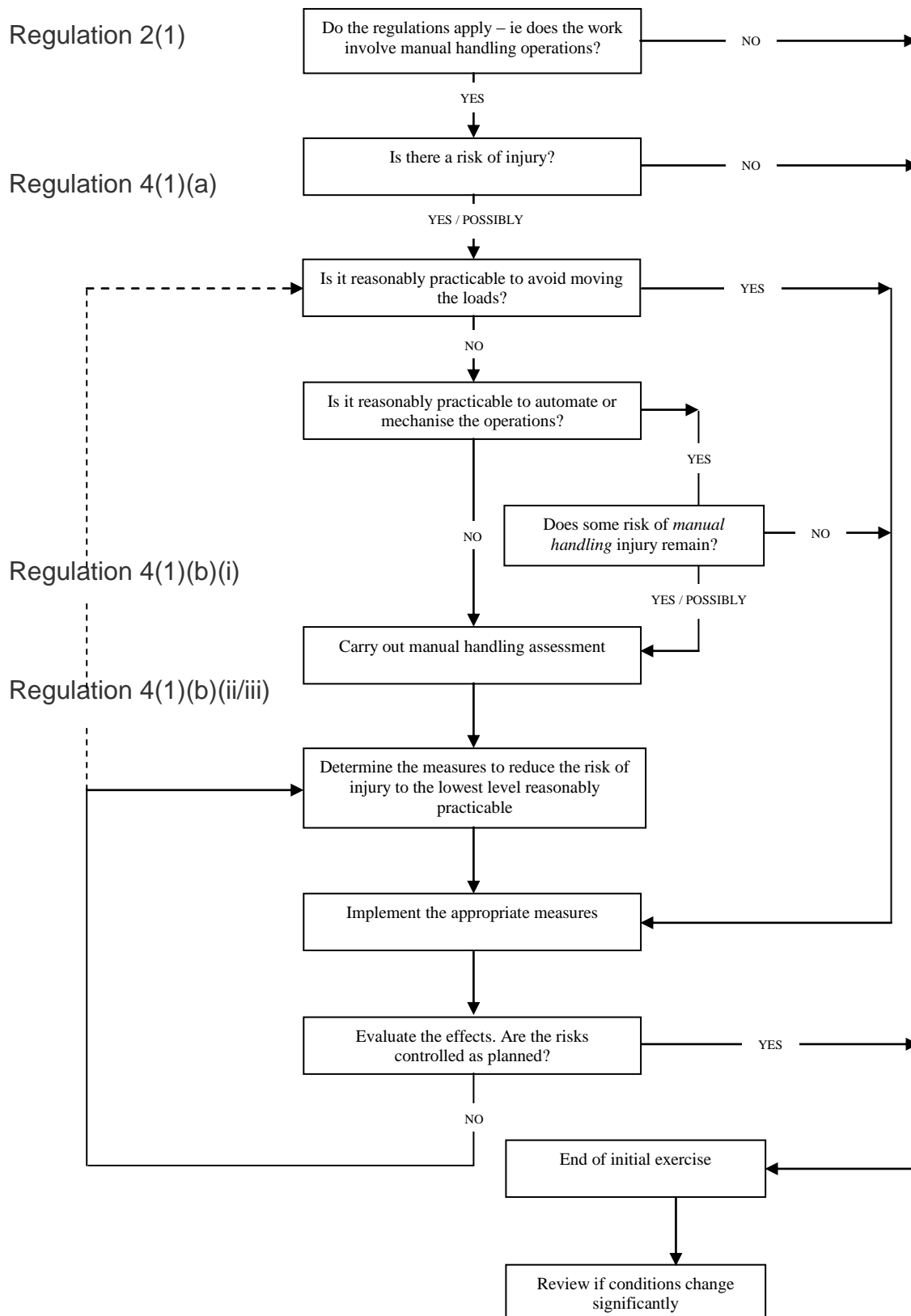
KKB. recognises the hazards and dangers associated with manual handling operations and will ensure all employees involved will be given suitable and sufficient instruction, training and supervision.

To minimise the hazards and dangers, KKB. will continually assess manual handling operations and the requirements thereof. These assessments will be documented on an appropriate form and included in this Code of Practice. Any training requirements resulting from these assessments will be carried out at the earliest opportunity.

The HSE Guide, *'Getting to Grips with Manual Handling – A short guide for employers'*, is included in this Code of Practice and should be made available for all employees.

The following page contains a flow chart taken from the Manual Handling Operations Regulations 1992 (1998 issue), giving an overview of how to achieve compliance with these regulations.

FLOW CHART



SAFE WORKING CODE OF PRACTICE

SUBJECT 9: FIRE PROCEDURE AND PREVENTION

It is the policy of KKB. to fully adhere to *the Regulatory Reform (Fire Safety) Order 2005*, and to ensure that its employees receive suitable information on fire procedures and prevention.

Risk assessments, relating to fire hazards and safety, can be found in the Code of Practice for *Risk Assessments*, or at the rear of this Code of Practice.

The emergency procedure contained within this Code of Practice, **must** be adapted and displayed at each company premises. In addition, the maintenance inspection intervals stated within this Code of Practice must also be adapted to reflect site conditions and the maintenance checks carried out accordingly.

Class of Fire and Type of Extinguisher

To select the most suitable type of fire extinguisher, the different types available need to be matched to the differing classes of fire.

Class of Fire (based on British Standard BS EN 2:1992)

Class A	Fires involving solid materials, usually organic.
Class B	Fires involving liquids or liquefiable solids.
Class C	Fires involving gases.
Class D	Fires involving metals.
Electrical	Fires involving electrical equipment and cables.
People	Fires where flammable liquid spilled on clothing has ignited.

Suitability of Fire Extinguisher

Class of Fire	Type of Extinguisher				
	Water	Foam	CO2	Halon 1211	Powder
A	Very good	Good	Poor	Good	Poor
B	Not suitable	Very good	Good	Very good	Very good
C	Not suitable	Very good	Good	Very good	Very good
D	Not suitable	Not suitable	Not suitable	Not suitable	Not suitable
Electrical	Not suitable	Not suitable	Good	Very good	Very good
People	Poor	Not suitable	Poor	Very good	Very good
UK Colour	Red	Cream	Black	Green	Blue

Effective use of fire extinguishers is usually confined to control of small fires. **Water** is used for rapid cooling of solids but will react violently with most liquid fires. **Foam** and **Powder** extinguishers smother the fire by excluding air, whereas **CO2** and **Halon** cool by evaporation and exclude air to aid smothering but is not recommended for use due to its depleting effect on the ozone layer.

Extinguishers usually last no more than 30 seconds in use and are ineffective against large or fierce fires.

Maintenance

A competent person should check all fire protection equipment, in accordance with the following guidelines:

<u>Equipment Type</u>	<u>Inspection Intervals</u>	<u>Points to check</u>
All fire detection and warning systems	Monthly	Test operation of system. Visually check system for damage.
	Annually	Full service by competent service engineer. Replace any batteries used in detectors, etc.
Evacuation Route	Monthly	Fire escapes to be checked for operation and good access.
	3 Months	Fire drill to be undertaken.
Fire fighting appliances	Monthly	Visually check appliance for damage. Check extinguishers are unused and in-date.
	Annually	Full service by competent service engineer
Emergency lighting	Monthly	Operate all lighting systems. Visually check for damage.
	Annually	Full service by competent service engineer. Replace any batteries used in torches, lamps, etc.

N.B. These are a general guide only and should not be used as an alternative to manufacturers' instructions.

Results of inspections and drills should be logged on an appropriate form, and filed in this section of the company Health & Safety Policy.

Nominated Competent Person:	Terry Johnston
Telephone No:	07870 640152

FIRE Emergency Procedure

A senior member of staff at depot/office/workshop will be appointed '*Fire Warden*' to ensure that, in the event of a fire, the emergency services are contacted and he/she will ensure that all persons affected leave the premises safely. The Fire Warden will conduct a head count, with the aid of relevant 'signing in books', and advise the emergency services accordingly.

Fire Warden's Name: By Principal Contractor
Telephone Number: By Principal Contractor

Fire services, (telephone number): **999**

In the event of discovering a fire, the following should be adopted:

- 1) Raise the alarm – shouting "*FIRE*", unless otherwise instructed.
- 2) If possible tackle the fire with the appropriate extinguisher.

N.B. Fire fighting should not be attempted if there is any risk to the individual.

- 3) If you are unable to control the fire, or on hearing the shout of "FIRE":
 - Alert others in the immediate vicinity & inform your supervisor
 - Leave the building by the shortest route, closing all doors behind you.
 - Report to your designated assembly point.

Escape route: As Principal Contractor

Assembly Point: As Principal Contractor

SAFE WORKING CODE OF PRACTICE

SUBJECT 10: HEALTH SURVEILLANCE

Health Checks

It is in the best interests of all employees to carry out regular self-health checks to help monitor/detect known occupational health risks.

These could include any of the following, but this is by no means an exhaustive list:

- Vibration White Finger
- Repetitive Strain Injury
- Back Injury
- Noise induced deafness
- Dermatitis

If any employee suspects they may suffer from any of the above then immediate medical advice should be sought and the company notified in writing.

A selection of HSE guidance notes for prevention and recognition of a variety of cases are available from the HSE website in pdf format.

The Health Screening Questionnaire should be completed at the induction stage and at subsequent intervals not exceeding 12 months if deemed applicable.

KKB

SAFE WORKING CODE OF PRACTICE

SUBJECT 11: DRUGS & ALCOHOL

KKB will operate the following Drugs & Alcohol policy in order to reduce to a minimum the number of incidents related to either drug or alcohol use/abuse. The following person(s) is/are responsible for ensuring the operation of this policy and should be contacted if any person has a query relating to this policy:

NAME: Terry Johnston

Tel No: 07870 640152

This policy applies to all direct and contract employees of KKB

It is the policy of KKB **not** to allow any alcohol consumption during the hours of work and a strict requirement that no direct / contract employee shall be under the influence of drugs and/or alcohol whilst they are at work. It is the responsibility of the individual to ensure that they comply with this requirement. Failure to do so will result in the company disciplinary procedure being operated on such an individual, dismissal being the only option for serious misconduct arising out of drug / alcohol abuse. Furthermore, any individual found to be in the possession of drugs whilst at work will be reported to the police.

Whilst KKB shall operate this policy in full, we recognise that drug / alcohol addiction is a problem requiring support and understanding. To this end, all approaches to the above named person shall be in the strictest confidence and any absenteeism necessary for treatment and rehabilitation shall be treated as 'normal sicknesses'. The above named person will help an individual seek professional advice for their problems.

KKB. recognises the problems associated with addiction and will ensure that literature relating to drug / alcohol abuse is circulated amongst its employees / sub-contractors. In addition, the company induction policy will include advice on this subject.

In summary KKB. expects that its' direct / contract employees should ensure that the level of alcohol in their blood at any time during the working day should be within the levels which would be required to ensure a negative reading on a police breathalyser test.

SAFE WORKING CODE OF PRACTICE

SUBJECT 12: VIOLENCE AT WORK

The HSE definition of '*Violence at Work*' is as follows:

“Any incident in which an employee is abused, threatened or assaulted in circumstances relating to their work”

There are a number of areas where violence can arise, namely:

- Angry customers
- Colleagues practicing bullying, mental & physical abuse, etc
- Robbery / theft / mugging
- Drink / drug relate incidents
- Large groups of people (gangs)

KKB will assess the risks of Violence at Work occurring during the course of their work and will continually monitor their workforce in order to identify any of the early stages of 'Violence at Work'. This assessment will include all of the relevant information from the HSE publication '*Violence at Work – a guide for employers*'.

Once identified, the victim must contact their immediate supervisor and discuss the problem with them, in order that an action plan can be agreed. Any plan should include relevant actions from the following, though the list is not exhaustive:

- Assessment of the situation and evidence gathering
- Immediate response to perpetrator
- Immediate protection & support measures for victim
- Preventive measures
- External party involvement (i.e. police, doctor, etc)
- Post completion counselling

Action plans should be implemented in a controlled manner and with full support of either the Human Resources department, or similar external professional body, (i.e. solicitor, consultant, etc).

Violence at Work is reportable under RIDDOR.

KKB

SAFE WORKING CODE OF PRACTICE

SUBJECT 13: WELFARE

It will be the policy of KKB. to cater for the welfare of all its direct employees and contract employees. As well as providing full toilet, storage, drying, washing and cooking and eating facilities in the main premises, KKB will ensure that adequate facilities are available at all sites where its employees are working. These facilities may be provided by the site owner, by KKB or be of a 'general public' nature.

Where such facilities are to be provided by another, it will be the duty of the individual representative of KKB to locate, and gain permission for, the use of such services.

Furthermore, it will be the policy of. to:

- Maintain adequate first aid personnel and facilities.
- Provide adequate fire fighting and other safety equipment.
- Provide adequate protective clothing.
- Provide adequate training in safe working methods. Such training will also take into account the need for induction training for new personnel and refresher training at appropriate intervals.

Young Persons

Under the Management of Health & Safety at Work Regulations 1999 the following definitions are given:

Child – ‘A person not over compulsory school age’.

Young Person – ‘A person who has not reached the age of 18’.

These regulations state that ‘employers must not employ young persons for work which is beyond their physical or psychological capabilities’.

KKB. will not employ a ‘Child’ on any works involving a ‘building site’ type environment. Young persons will only be employed after existing and new risk assessments have been carried out on their tasks. Such risk assessments will reflect a young person’s immaturity, inexperience and their lack of awareness of risks to their health and safety. In addition, young persons will not be employed where this involves a risk to their health through temperature extremes, noise, vibration and exposure to radiation or over exposure to carcinogens and/or toxic substances. In accordance with the regulations, KKB. will provide information to the parents/guardians of any children prior to them starting work, together with any information on control measures.

New and Expectant Mothers.

(Women who are pregnant, who have recently given birth or who are breast feeding)

In accordance with the Management of Health & Safety at Work Regulations 1999, KKB 3R Ltd. will revise all risk assessments and working practices for any employee deemed to be a ‘new or expectant mother’, or of ‘child bearing age’.

SAFE WORKING CODE OF PRACTICE

SUBJECT 14: STRESS

KKB is committed to providing a safe and healthy working environment for its staff and recognizes the importance of fostering psychological as well as physical well-being.

This commitment arises from KKB duty of care to its entire staff, and more generally the recognition that a safe and healthy working environment contributes to the motivation, job satisfaction, performance, and creativity of all staff.

Specifically KKB is committed to the promotion of health, to the prevention of work-related stress and to the provision of support to any member of staff who may suffer stress.

KKB. aims to minimize the risk of stress through a risk management process involving the identification, assessment and implementation of control measures to workplace stressors.

In furtherance of these aims, it will do the following:

a) Preventing stress

Take stress prevention measures such as:

- Fostering a co-operative and supportive environment

- Ensuring good communications within teams

- Ensuring adequate preparation for new roles and responsibilities through risk assessment and training

- Enabling staff to report excessive workloads, interpersonal pressures and symptoms of stress without fear of discrimination

- Recognising early signs of stress in employees and taking action to provide appropriate intervention

- Supporting staff in recovering from stress-related illnesses and managing the return to work after any period of sick leave so that stress does not recur.

b) Detecting and addressing stress

To take reasonable action to combat and prevent workplace stressors identified through risk assessment or those raised by members of staff

To increase general awareness of stress and methods to prevent and combat harmful, excessive workplace stressors in various ways, including training and health promotion initiatives

To consult with safety representatives on proposed action relating to the prevention of workplace stress

To assist staff in managing stress in others and themselves

To manage problems that do occur and provide a confidential referral service

To manage the return to work of those who have been absent from work with stress related problems

SAFE WORKING CODE OF PRACTICE

SUBJECT 15: EQUAL OPPORTUNITIES

KKB is committed to being an equal opportunities employer.

All persons will be considered for employment regardless of gender, creed, or disability. Vacant positions will be offered on suitability of knowledge, skills and ability for the position/s available.

We value and welcome diversity and aim to develop all of our staff to enable them to make a full contribution to the future growth of the company and themselves. The company will not tolerate harassment or discrimination on grounds of sex, marital status, race, colour, nationality, ethnicity, disability, age, religion or sexual orientation.

We will promote and support the use of a range of flexible working patterns to enable staff to balance home and work responsibilities; and we will treat people fairly irrespective of their working arrangements.

SAFE WORKING CODE OF PRACTICE

SUBJECT 16: WORKING TIME DIRECTIVE

KKB. recognises the requirements of the EC Working Time Directive and will address the following guidelines:

- Unless formal agreements have been made with its workforce, the maximum working week will be no more than 48 hours per 7-day period, averaged over a 17-week period. Night time working will be restricted to 8 hours in any 24-hour period, averaged over a 17-week period. Where night time working involves special hazards, the 17-week averaging period will not apply. Furthermore, all night workers will be subject to a health assessment prior to starting night working and at regular intervals thereafter.
- Rest periods of no less than 20 minutes will be provided for all adults working more than 6 hours per day and no less than 30 minutes for young persons working 4.5 hours per day. Daily rest periods of 11 consecutive hours will be granted to adults in any 24-hour period or 12 hours for a young person.
- A 24 hour uninterrupted rest period will be observed for adults within each 7-day period. Young persons will be allowed a 48-hour rest period for each 7-day period, reduced to a minimum of 36 hours in exceptional cases.
- After a qualifying period of thirteen weeks consecutive employment, four weeks paid leave per year will be granted to each employee.
- 'Night time working', between the hours of 10.00pm and 05.00am, will be avoided where possible, with a 'Night Worker' being a person who works for at least three consecutive hours during the night time period.
- Night time working will be restricted to 8 hours in any 24 hour period, averaged over a 17 week period. Where such working involves special hazards, this 17 week averaging period will not apply. Furthermore, all night workers will be subject to a health assessment prior to starting night working and at regular intervals thereafter.

Where the fluctuations in the industry dictate, KKB. will agree to extend the maximum working time for any 7-day period. This agreement will be recorded on an appropriate form and **must** be signed by all parties. At all times, KKB will recognise individuals' rights to opt out of agreements extending their working times as laid down in this EC Working Time Directive.

KKB

SAFE WORKING CODE OF PRACTICE

SUBJECT 17: EMPLOYEE CONSULTATION

KKB recognises that a successful health and safety culture requires the co-operation and involvement of its direct and contract employees. To this end, we encourage the election of Safety Representatives under *The Safety Representatives and Safety Committees Regulations 1997* and/or of direct consultation with employees / election of representatives under *The Health & Safety (Consultation with Employees) Regulations 1996*.

Adequate time and resources will be allocated to all elected individuals to enable them to discharge their duties to the full.

To further promote the culture of involvement of the workforce in health & safety, regular contact will be maintained between management and employees by the most appropriate means.

Listed below are the nominated Safety Representatives / Elected Representatives for KKB

NAME: Terry Johnston

Tel No: 07870 640152

NAME: Andy Shaw

Tel No: 07870 640182

NAME:

Tel No:

NAME:

Tel No:

All approaches to the above representatives will be treated in the strictest confidence and are fully supported and encouraged by the KKB Directors.

SAFE WORKING CODE OF PRACTICE

SUBJECT 18: WORKING IN OFFICES

KKB. will provide an office environment, which maintains the required standards for Health, Safety and Welfare for all its employees.

Office workspace, equipment and workstations will be provided with full regard to the following regulations: -

- *Health & Safety (DSE) Regulations 1992 (as amended in 2002)*
- *Workplace (Health, Safety and Welfare) Regulations 1992*
- *Provision and Use of Work Equipment Regulations 1998*

KKB will ensure that all office employees are given suitable and sufficient information, instruction, training and supervision to enable them to carry out their duties safely and efficiently.

General Conditions

It will be the responsibility of the office supervisor and the duty of all employees to ensure a safe and tidy work area, whilst paying particular attention to fire precautions, hazards that may give rise to 'slips, trips and falls', manual handling operations, welfare facilities and general hygiene issues. It will be the duty of all employees to ensure that any concerns, relating to the above issues, shall be reported to the appropriate persons. Such appropriate persons must then ensure that any required remedial action is undertaken as is reasonably practicable.

Visual Display Units (VDU's)

KKB will remain committed to the following nine steps to help create/maintain healthy surroundings for its VDU operators:

1. *SCREEN*: This must have a readable and stable image, be adjustable and glare free.
2. *KEYBOARD*: This must be usable, adjustable and the keys be legible.
3. *WORK SURFACE*: This must provide sufficient flexible space with plenty of room, whilst being glare free. A document holder should also be available where appropriate.
4. *WORK CHAIR*: This must be adjustable to fit the station and, where necessary, a foot rest should be provided.
5. *LEG ROOM AND CLEARANCES*: There must be sufficient room to facilitate postural change.
6. *LIGHTING*: Sufficient lighting must be provided to give adequate contrast, without causing glare or reflection.
7. *DISTRACTING NOISE*: This must be minimised.
8. *NO EXCESSIVE HEAT*: Adequate humidity must be maintained during working hours.
9. *SOFTWARE*: This must be appropriate for the task and the ability of the user, yet provide feedback on the system. There should be no use of 'clandestine monitoring practices'.

KKB. is aware that lack of regard for the above nine points may lead to any, or all, of the following effects on health and, as such, will continually assess workstations:

Bodily Fatigue; Upper Limb Pains & Discomfort; Eye & Eyesight Defects; Fatigue & Stress.

In addition, KKB. will perform a *VDU Workstation Checklist*, as issued by the HSE, on every workstation (including laptops & other portable equipment) at intervals not exceeding 12 months. Interim checks will be performed each time a workstation is altered. Copies of each checklist will be held in this section of the health & safety policy.

Smoking Policy

KKB. recognises the dangers posed by "passive smoking" and operate a smoking policy that states all areas of the premises are no smoking zones.

KKB

SAFE WORKING CODE OF PRACTICE

SUBJECT 19: ELECTRICAL SAFETY

All electrical equipment shall be tested by a competent person, in accordance with the *Electricity at Work Regulations 1989*.

The electrical supply at KKB premises will carry a current test certificate, issued by an NIC/EIC registered electrical company, to ensure its suitability and safety for the loads connected to it. Such testing will be repeated after any major alterations to the system and at the intervals recommended by the company carrying out the tests.

Portable tools and equipment are generally subjected to more wear and tear than a fixed installation and as a result, a substantial number of electrical accidents are associated with them. The hazards associated with the use of electrically operated hand tools are greater than other types of portable apparatus under similar conditions, as the hand is usually tightly gripping the tool and hence making good electrical contact before a fault occurs. There are a number of reasons why portable electrical tools and equipment can lead to accidents

- the apparatus is unsuitable for the duty and conditions of use
- inadequate maintenance is carried out on the equipment
- the equipment is old
- the equipment is misused
- the equipment is defective.

Similarly, there are a number of common faults with portable electrical equipment:

- The earth wire is pulled out of its terminal
- Flexible cable damage
- Badly made joints in flexible cables
- Incorrectly made connections to plug or apparatus resulting in live apparatus
- Covers damaged or missing exposing bare conductors
- Insulation failure causing leakage of current
- Servicing equipment without first disconnecting from the supply

In order to minimise the risk of the above, the following should be observed:

- Always use earth leakage circuit breakers in the electrical supply line
- Where possible, use tools with double insulation, i.e. tool is encased in a double layer of plastic such that even if the outer case cracks, contact with the electric wiring is not possible
- Where practicable, use a step down transformer - 110 volt (55-0-55) equipment on 240 volt mains
- Where practicable, ensure adequate earthing - if metalwork of appliance becomes live, circuit is completed to earth and fuse blows.
- Use a suitable line fuse - to disconnect faulty equipment.

NB: THE TIME TAKEN FOR A FUSE TO BLOW IS NOT SUFFICIENT TO PREVENT A HARMFUL ELECTRIC SHOCK.

- Always use a safe system of work when equipment repair work is being undertaken
- Ensure there is a suitable maintenance schedule for all portable equipment
- Only use the equipment in a suitable environment.
- Make sure flexible leads are adequate - protect from damage, correct cord grip, suitable plug connection, approved connectors etc
- Use flameproof equipment in atmospheres likely to be contaminated by flammable or explosive vapours
- Always store portable equipment in a fashion likely to prevent damage

Maintenance of portable electrical equipment

The following points must be observed regarding the maintenance program for portable electrical equipment:

- Power tools must be thoroughly inspected before use and at regular intervals
- All portable equipment, including extension leads, should be identified by a unique number and recorded in a register
- The register should indicate the frequency of routine inspection and maintenance, by an appointed “competent” person
- The frequency of routine inspection should depend on the apparatus type, maker’s recommendations and its conditions of use
- The tool should also be tagged to indicate to its user when it is due for maintenance
- For each item there should be a job card stating the inspection, test and maintenance details
- The dated record of the work done at each recall should be signed by the competent person
- Any defective apparatus should be withdrawn from service, and not reused until it has been repaired and checked by a competent person
- Only people trained and competent in the use of power tools should be permitted to use them. Consider the use of certificates of competence
- Live tools must never be laid down and left unattended
- All tools should be kept clean and stored in a clean dry place.

Unless supplied by an NIC/EIC registered electrical contractor, a record of the testing carried out on KKB. portable electrical appliances must be made using an appropriate form.

Person responsible for maintaining Portable Appliance Testing regime is:

Name:		Contact No:	
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**The frequency of testing for KKB
portable electrical equipment is as follows : -**

Equipment	User Check	Formal Visual Inspection (by Supervisor)	Combined Inspection & Test
Battery operated tools less than 25 volts	Daily	Monthly	Yearly
110 Volt tools, leads, etc.	Daily	Monthly	6 Monthly
240 Volt tools, leads, etc. through an R.C.D.	Daily	Monthly	3 Monthly
240 Volt hoists fixed floodlights etc.	Daily	Monthly	3 Monthly
R.C.D.'s portable	Daily	Monthly	3 Monthly
R.C.D.'s fixed	Daily	Monthly	3 Monthly
Site Office / Canteen Equipment	Weekly	6 Monthly	6 Monthly
Main Office Equipment	Weekly	6 Monthly	Yearly

The above table / risk assessment has been agreed by the following people and adequately reflects the usage of the items listed:

NAME:

SIGNATURE:

SAFE WORKING CODE OF PRACTICE

SUBJECT 20: USE OF COMPANY VEHICLES AND PLANT

General

In accordance with the Provision and Use of Work Equipment Regulations (PUWER) 1998, all items of work equipment, including excavators, dump trucks, crushers & screeners, will be subject to an assessment to determine whether the item possesses a significant risk to the user. If so, then that item of work equipment will be subject to the full implications of PUWER 98, including the inspection regime. Any lifting elements of the work equipment will be subject to the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998. Where required, an appropriate and current licence must be held by persons using that vehicles or item of equipment.

- All vehicles should be kept as clean and tidy as is reasonably practical.
- Each vehicle will be fitted with a fire extinguisher, suitable for the environment in which the vehicle is being used – see Code of Practice on Fire Procedure & Prevention.
- All appropriate safety equipment and PPE must be used when operating company vehicles and equipment.
- All vehicles and equipment may only be used for their intended purpose and should be operated in line with any guidelines supplied by either the manufacturer or the hirer. Employees found using either vehicles or equipment for any other purpose than that for which it was intended, may be liable to disciplinary action against them.
- All speed limits, Highway Code rules, safety regulations and weight limits **must** be observed at all times by all persons using company vehicles and equipment, failure to do so by employees may result in disciplinary against them. All fines resulting from non-compliance of speed limits and the Highway Code will be payable by the person using the vehicle.
- Smoking in any refuelling area is strictly forbidden. All spillages should be cleaned up using sand or earth.
- Smoking is forbidden in any vehicle where there are passengers or where the vehicle will be, or is likely to be used, by any other person other than the nominated keeper of the vehicle.
- The carriage of alcohol or drugs in any vehicle is **STRICTLY FORBIDDEN**. The consequence, if found guilty of driving under the influence of alcohol or drugs, is instant dismissal. Any driver being treated with drugs (for medical reasons), which may affect their driving, should advise their Supervisor or Manager.

Authorisation

Only authorised and, where appropriate, trained persons will be permitted to use Company vehicles and equipment. A KKB. registered assessor must give authorisation to a previously unauthorised person proper to any item of equipment being used. A current list of trained and/or authorised persons will be kept in the main office and will be available for inspection given reasonable notice. A list of KKB. assessors is included in the Code of Practice within the Company health & safety policy.

Daily Checks

Before using any vehicle (either owned by or on hire to KKB) for the first time of each working day, the driver must ensure that they perform all of the relevant 'Drivers Daily Checks' listed on the form 'Vehicle Checklist and Defect Report'

The driver must complete all necessary parts of the form and submit it their Line Manager by the end of the final day of their working week, unless any of the following circumstances arise whereupon the required action is subsequently listed:

- There is a change in the driver of the vehicle – *the form should be completed by the existing driver at the end of their final day and submitted to their Line Manager, with the new driver starting a new form for the rest of their working week.*
- The vehicle is 'off hired' – *the form should be completed by the original driver at the end of the final day of hire and submitted to their Line Manager.*
- A fault is detected with the vehicle - *the form should be completed immediately by the driver and handed in to the person responsible for the maintenance of the vehicle. The vehicle must not be used until the faults listed on the form have been cleared and 'signed off', whereupon a new form should be started for the remainder of the working week.*
- The vehicle is involved and damaged in an accident – *the form should be completed by the driver for the period up to the time of the accident at the earliest opportunity, before being handed in to their Line Manager.*
- The vehicle is involved in a single journey of more than 300 miles – *the 'Drivers Daily Checks' must be performed again, with the completion and submission arrangements for the form remaining unchanged.*
- The vehicle is involved in back-to-back shifts – *each driver must operate separate forms in full accordance with the content of this Code of Practice.*

The 'Vehicle Mileage' entry will be the mileage of the vehicle at the time of the final inspection, whereas the 'Date' entry will be the range of dates within the single week to which the form relates.

Method Statements will also be in place where construction plant is being used particularly excavators, dump trucks, crushers, screeners etc.

Loading & Unloading

Remember - when loading or unloading, your own life and the lives of others may depend upon the security of your load, follow the information listed below: -

- Make sure that your vehicle's load space and the condition of its load platform are suitable for the type and size of the load.
- Ensure the front of your load is against the headboard or equivalent
- Make use of load anchorage points.
- Make sure you have enough lashings and that they are in good condition and strong enough to secure your load.
- Tighten up the lashings or other restraining devices.
- Use wedges, scotches etc. so that your load cannot move.
- Do not overload your vehicle or its individual axles. If you unload part of any load, redistribute the remainder.
- Do not load your vehicle too high.
- Do not forget the size, nature and position will affect the handling of your vehicle.
- Do not forget to check your load:
 - before moving off,
 - after you have travelled a few miles,
 - if you remove or add any items to your load during the journey.

Accident Procedure

In the event of an accident, the following procedure should be followed: -

- Stop
- Give your name and address **and** the company name and address
- Obtain the name, address, registration number and insurance details of all other parties involved
- Obtain name and addresses of any witnesses
- Report the accident to head office as soon as possible
- Report the accident to the nearest police station where necessary, and obtain the crime number.

Maintenance

All vehicles and equipment will be subject to a maintenance schedule defined by the DOT, the hirer or the supplier. Maintenance will be carried out only by a competent person/organisation and will be documented. All maintenance and inspections will be performed in full accordance with PUWER 98 and LOLER 98.

Where equipment inspections are carried out internally, a record of each inspection should be made using the form '*Equipment Inspection Record*', with a copy of the latest record being held with that item of equipment in question.

SAFE WORKING CODE OF PRACTICE

SUBJECT 21: CE MARK

The employer must assess the competence and reliability of the manufacturer and supplier in order to decide that an item with which he is supplied complies with relevant **EU Product Directives**. The employer may be in breach of his duty if he relies solely on the manufacturers, or suppliers, **CE mark** on an item of work equipment to show that it complies with the EU Product Directive.

For the majority of work equipment, the CE mark is designed to show that a model sample of the product complies with relevant EU Product Directives. Subsequently, items purporting to conform to the model, and purporting to be subject to the same systems of control as were applied to the model, are allowed to carry the CE mark.

When dealing with competent and reliable manufacturers and suppliers, the CE mark shows that a model sample of the product complies with all relevant EU Product Directives. However, when dealing with cynical manufacturers / suppliers, the CE mark should be viewed with caution as little / no attempt may have been made at compliance, merely the mark has been affixed so that the product can be marketed. Between these extremes, the CE mark can mean that a model sample of the product complied with only a number of the relevant EU Product Directives. The competence and reliability of the manufacturer and supplier are therefore critical indicators of whether the *sample model* complies with relevant EU Product Directives and whether any *individual item* is likely to conform to the model.

SAFE WORKING CODE OF PRACTICE

SUBJECT 22: COSHH 2005

The basic principle of these Regulations is to safeguard the health of employees who have to work with any substances that can be a hazard to health. A substance can be anything that is a liquid, solid or gas and includes micro-organisms and dust. The Regulations apply to all work places.

The important requirements of the Regulations are for the employer to: -

- Assess the risk to health of employees from any exposure to substances hazardous to health and what precautions are needed.
- Introduce appropriate measures to either prevent exposure to, or to control the risk.
- Ensure by good supervision, that control measures are used and that equipment is properly maintained and procedures observed.
- Where necessary, monitor the exposure of the workers and carry out an appropriate form of health surveillance.
- Give employees all the necessary information, instruction and training about the risks to health and the appropriate precautions to be taken.
- All workers must be aware of the hazards and the risks to health.
- Keep records as appropriate.

To assist in the provision of a healthy environment in which to work, KKB will carry out regular COSHH assessments on the substances used in their operations. Details of all assessments will be documented and kept in this Code of Practice and made available for all employees. All COSHH assessments relevant to employees work will be given to those employees either at the induction stage, or as they are amended/produced.

All COSHH assessments will be carried out in full accordance with *Control of Substances Hazardous to Health Regulations 2005* and will be compiled with regard to the HSE Guide, "COSHH - a brief guide to the regulations". Wherever possible, manufacturers' data sheets will be obtained for all substances used. These data sheets will be included in the Code of Practice with the associated COSHH assessment.

SAFE WORKING GUIDANCE

Harmful Substances

Examples of harmful substances used in industry are listed below. There are, of course, many other substances not listed here which are covered by the COSHH Regulations.

- Pitch, Tar, Bitumen
- Cement, Lime
- Brick, Stone, Tile & Plaster Dust
- Paints, Varnishes, Lacquers, Stains
- Certain Types of Wood
- Fibre Glass
- Certain Epoxy Resins
- Acrylic & Formaldehyde Resins
- Chromate's (in Primers, Cement)
- Organic Solvents
- Petrol, Diesel, Paraffin Oils
- White Spirit, Thinners
- Acids, Alkalis
- Ionising Radiation
- Alcohol
- Other Material (depending on individual reactions)

Health and safety information is always available on labels of proprietary substances. Follow the information and use the control measures including any personal protective equipment. If in doubt, ask your supervisor.

PROTECTING THE WORKER

Substitution

The most effective control for a hazardous substance is to use a less hazardous one instead. All efforts should be made by the management and workforce to identify less hazardous alternatives.

Protective Clothing & Equipment

Protective clothing and equipment provides one of the most practical ways of limiting skin contact with substances causing dermatitis.

Protective clothing and equipment may include gloves, overalls, goggles, aprons, boots, leggings etc. depending on the work being undertaken. A safety helmet may be required in certain circumstances.

Barrier Substances

Where exposure of the skin is unavoidable, the use of barrier creams or other preparations will limit the degree of contact. These substances are applied before starting work and removed by washing after each spell of work. Re-application is necessary before resuming work.

Water-soluble barrier creams are useless where wet work is involved, whereas others are easily worn off with manual work. There are many types of barrier substances available and it is essential that the right type be selected for the work being done.

Most barrier substances afford only limited protection and should never be relied on as a sole means of protection.

Hygiene

Personal cleanliness is an important factor in the prevention of dermatitis.

The necessary washing facilities and an ample supply of clean warm water, soap and clean towels should be made available near to the workplace and workers should be encouraged to use these facilities.

Skin Cleansers

Usually soap and water will restore the skin to its natural state after the use of barrier creams.

Skin cleansers should be used only when soap and water is not adequate (i.e. with soluble barrier substances). They should be used sparingly and washed off thoroughly with soap and water.

Avoid using solvents such as paraffin, turpentine, thinners, petrol which tend to remove the natural oil from the skin. The use of conditioning creams, which are designed to replace the natural oils of the skin through frequent cleaning, might also be considered.

First Aid

A healthy, intact skin is a barrier against harmful substances and infection but a cut or other injury allows infection to enter the dermis (inner layer of skin). Cuts, abrasions, etc should be treated and protected.

Treatment of dermatitis should be left to a doctor. Medical advice should be sought as early as possible.

KKB

SAFE WORKING CODE OF PRACTICE

SUBJECT 23: RISK ASSESSMENTS

To assist in the provision of a safe system of work and a safe environment in which to work, and to meet its obligations under the *Management of Health and Safety at Work Regulations 1999*, KKB 3R Ltd. will carry out regular risk assessments on their operations. Copies of these risk assessments will be kept in this Code of Practice and made available for **all** employees given reasonable notice.

Site-specific risk assessments will be carried out for each work site using an appropriate form. Any identified hazards / risks must be reduced to an acceptable level by the introduction of suitable control measures and these control measures **must** be briefed out to all affected personnel and recorded using the form '*Induction / Safety Briefing Attendance Record*'.

All identified hazards will be assessed for control measures, in the following order:

1. Try a safer option
2. Prevent access to the hazard
3. Reduce exposure to the hazard
4. Issue Personal Protective Equipment
5. Provide suitable welfare facilities

All risk assessments will be carried out with full regard to the HSE Guide, '5 Steps To Risk Assessment'.

SAFE WORKING CODE OF PRACTICE

SUBJECT 24: ENVIRONMENTAL POLICY

KKB. is committed to the maintenance and improvement of the environment. The Directors, and senior representatives, will ensure that the following measures are taken at all times:

- All work will be carried out in full accordance with the latest environmental legislation, endeavouring at all times to exceed all associated targets.
- Waste will be kept to a minimum and recycling techniques will be utilised wherever possible.
- All waste will be disposed of in a responsible manner at the appropriate and recognised site(s). Any hazardous wastes will be disposed of in full accordance with the requirements of the Hazardous Waste Regulations 2005, the List Of Waste Regulations 2005 and any manufacturers' instructions, under the supervision of a '*Competent Person*'.
- All works will be planned, and carried out, with due regard to the subsequent effects on the environment.
- Materials will be chosen after their effect on the environment has been considered. Considerations will include:
 - Source; disposal of surplus; renewable options over irreplaceable ones; effects on surrounding habitat and environmental effects during lifecycle.*
- Materials will be stored such that any spills or leakages will not adversely affect the surrounding area, or contaminate water sources, and will not mix with other materials. COSHH assessments will be carried out on all hazardous substances.
- The consumption of natural resources will be kept to a minimum.
- The use of fuel will be kept to a minimum and 'environmentally friendly' options will be used where possible.
- Where it is impossible to eliminate noise, emissions will be kept to a minimum at all times.
- During operations, the production of dust will be minimised by appropriate techniques. Where appropriate, a COSHH assessment will be carried out on the dust produced.
- During any excavation work, care will be taken to prevent damage to the surrounding trees.

Regular reviews of working practices will be undertaken to minimise their effects on the environment. These reviews will include the latest technology, whilst being mindful of current environmental issues.

Signed: _____

Date: _____

Name & Position within organisation: _____

KKB

SAFE WORKING CODE OF PRACTICE

SUBJECT 25: SUB-CONTRACTORS

The *Health & Safety at Work Act 1974* and the *Management of Health & Safety at Work Regulations 1999* place responsibilities on the Managing Contractor to ensure the suitability of any sub-contractors used in the completion of their works.

In order that KKB. can carry out its duties regarding the above legislation, it has set-out the following categories against which potential sub-contractors will be assessed **prior** to any works being undertaken by such a sub-contractor:

- Health & Safety Management Systems
- Training Details of Supervisors & Operatives
- Vehicle & Plant Maintenance Procedures
- Insurance Details
- Accident Statistics

All approved sub-contractors will be included on the form '*Approved Sub-Contractor List*'.

The senior representative for each approved sub-contractor **must** ensure that all his / her personnel receive the KKB. induction training **before** starting any work on behalf of KKB

A record of all assessments can be found in the Code of Practice.

SAFE WORKING CODE OF PRACTICE

SUBJECT 26: MONITORING SAFETY

All safety procedures and systems will be subject to periodic audits by the nominated 'Safety Advisor', or another suitably qualified person. Details of these audits will be recorded on an appropriate form and will be stored in this code of practice.

Once this Health & Safety Policy has been in operation for a maximum of 8 weeks, an initial audit should take place to establish its performance and to assist any adjustments or additions to each code of practice.

All health & safety systems must be subject to an audit at least once every 12 months **and** after any change in company practice, i.e. new machinery, new sphere of work, changes in relevant legislation, etc.

Site Audits

Regular safety audits will be carried out on each site team. The frequency of these site audits will be dependent upon the nature of the work being carried out and the results of previous audits but will not be at intervals greater than one month. Audit results will be recorded and stored in this code of practice.

A review of all audit results will take place at the end of every month and resulting policies / statements will be delivered to the relevant parties via the most appropriate means, i.e. memo, site induction, toolbox talk, official training course, etc.