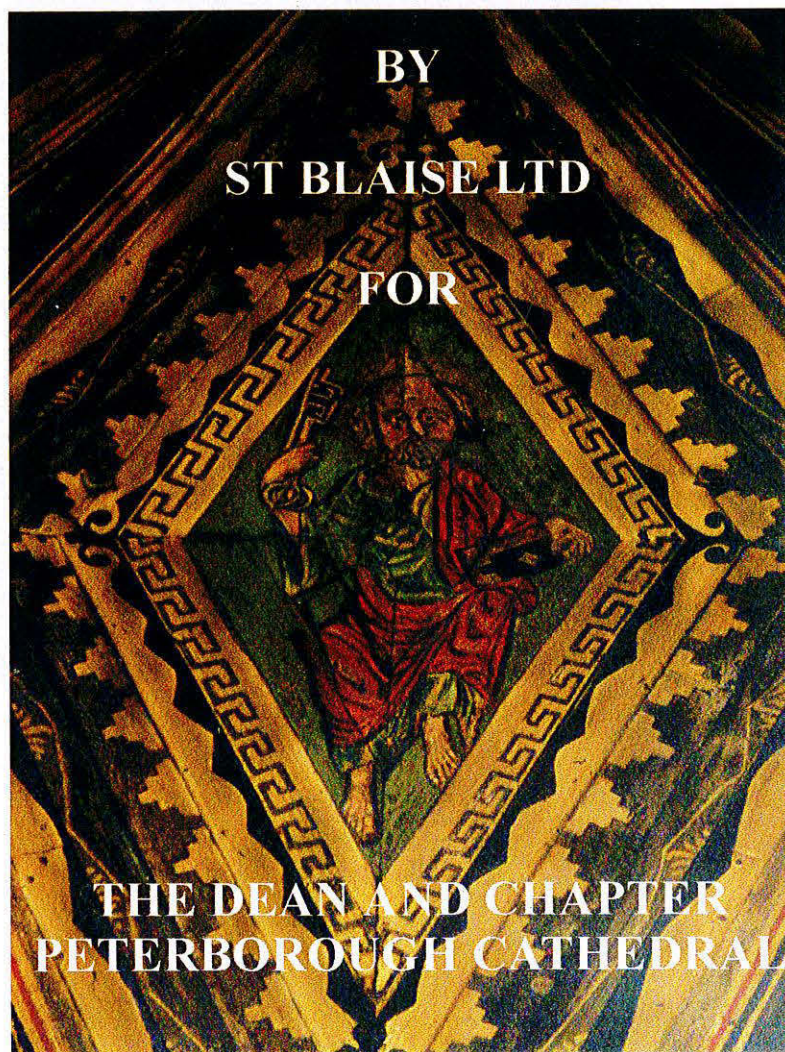
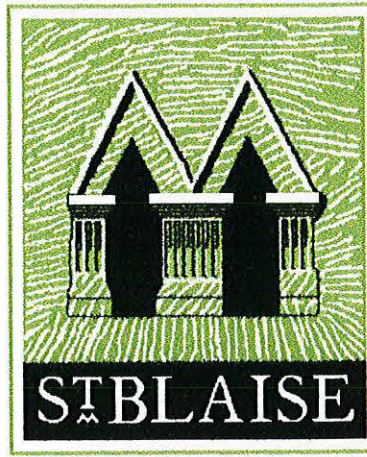


**METHOD STATEMENT FOR WORK TO BE CARRIED OUT
IN THE CONSERVATION OF THE TIMBERS AND PAINT TO
THE NAVE CEILING
AT
PETERBOROUGH CATHEDRAL**



Westhill Barn - Evershot - Dorchester - Dorset - DT2 0LD
Tel: 01935 83662 Fax: 01935 83017
Email: Stblaise@compuserve.com





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- 2.0 Sequence of Works**
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SECTION ONE

1.0 METHODOLOGY

1.1 Approved Methods

The methods and techniques are so specifically described in the specification that they will not be repeated here.

There will be no deviation from approved methods and techniques as used in Phase 1 without prior consultation with and permission from the Cathedral Architect.

1.2 Approved Equipment and Materials

Only approved equipment and materials as used in Phase 1 will be employed on Phase 2.

1.3 Quality Standard

All materials and consumables will be of conservation grade quality, or comply with the relevant British Standard Specification.

1.4 Pricing to the Specification

We have priced to the methodology of the specification established in the first phase. However should we be successful we should like to discuss the methodology in detail and any alternative materials, tools or techniques that might develop that which you have already established, further forward still.

2.0 RECORDING

2.1 The Technical Survey and Condition Survey

These aspects will be carried out prior to any intervention as specified in the Scope of Works document. The same criteria and recording categories as used in Phase 1 will be used in this phase unless further refined.

2.2 Testing and Treatment Records

Any testing will be executed, dated and recorded, immediately the testing is completed using existing approved categories.

2.2.1 The surveys and treatment records will be undertaken by the same personnel in the same format to ensure continuity throughout the project.

2.3 Movement of Boards

The technique for recording/measuring any movement of the boards will be confirmed with the Cathedral Architect. We propose the use of the

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micrometer and pin method. These monitoring methods will be fixed and in place before any removal of bolts takes place.

To facilitate the removal of bolts and the detection of screws and nails we will, if necessary use radios.

2.4 Damage to the Works

Should any damage occur during the works, the Cathedral Architect will be informed immediately and the location nature, extent and potential consequences fully documented.

2.5 Environmental Conditions

The relative humidity, air temperature and surface temperature above and below the painted boards and the external RH and air temperature will be recorded in collaboration with Mr Tobit Curteis.

St Blaise is familiar with the squirrel data loggers from their work at Uppark House.

3.0 DETAILED INVESTIGATIONS

3.1 Further Investigations

We have allowed for the full provision of attendances on the conservation team whilst they carry out their further analyses.

This includes sampling and analysis for the dating of underpaints by Helen Howard on the ceiling and ashlar boarding. It also includes access for dendrochronology investigations above and below the ceiling.

Analysis of the efflorescence and micro biological growth will be undertaken by the British Museum or similar approved.

4.0 PROTECTIONS

4.1 Scaffold design

Liaise with the scaffolders on design, working heights, safety aspects, hoardings, protections, ladder access, hoisting facilities, securing to (independently from) the historic fabric.

4.2 Protections for Cathedral

The working platform will be a clean environment.

**CONSERVATION OF THE TIMBERS AND PAINT TO THE NAVE CEILING
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4.2.1 Scaffold boards

Will be protected to give a flat, secure, easy to clean, working environment. Protection will be layers of polythene and hardboard lapped and taped at the seams.

4.2.2 Protection of cleaned areas will not be feasible, however access to those areas will be limited by cordoning off completed areas and keeping dust to a minimum by regular vacuuming of working areas.

4.2.3 We propose the use of scribed plywood securely fixed to the outer boards with an interface of pipe insulation.

4.2.4 Additional crawl boards will be supplied and fixed temporarily to the above ceiling structure. (Fixing methods to be agreed with cathedral architect). No standing on hessian covered areas will be allowed at risk of removal from site.

4.2.5 Notices will be placed around the site;-
no leaning on the wall
no standing on the hessian

4.3 Height of Scaffold

Liaise with the cathedral architect and scaffolders on the exact working height of the scaffolding, and access to the apex of the ceiling, given the respective height of the individuals of the team involved (!!) and consider especially access to the apex of the ceiling. We assume scaffolder will adjust the height of scaffolding to give uniformity of working on the apex.

4.4 Hoisting Materials Equipment

Discuss with the cathedral architect the movement of any objects, away from below the hoisting area.

4.4.1 Protection of the Public. The working area is to be fully enclosed

4.4.2 When hoisting is being carried out a member of St Blaise staff will be present at floor level and the area cordoned off with plastic barriers and cones (as used for roadworks). Times for hoisting of materials to be agreed with the cathedral staff, preferably not during public access periods.

4.4.3 Protections will be laid across the floor below the hoisting area and will consist of;- a layer of polythene, soft wallboard type material, thick enough to withstand impact of any falling objects.

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- 4.4.4 All materials and plant (e.g. lighting) will only be hoisted if unable to use the normal access routes (manual handling limits permitting). Hoisting will be kept to a minimum.
- 4.4.5 We have not allowed for the removal or protection of the hanging figure of Christ. We await your further instructions.
- 4.4.6 The access route may require protections to stone and timber jambs, this is to be agreed with the cathedral staff.

5.0 TRIALS

5.1 Samples

We will provide samples of in-painting, if required
Samples to include;-

- Controlled paint relaxation,
- Consolidation of powdering/flaking paint
- Cleaning to one complete panel as per specification.
- Samples of metal treatment
- Re-securing splinters
- Consolidation and filling of timber
- Samples of in-painting of lacunae where timber has been infilled (is this required?)

5.2 Approval of sample / control panel

Invite the Cathedral Architect and relevant members of the Conservation Team to approve the sample panel for:

- Appearance
- Aesthetics
- Technique and methodology of conservation
- Quality of recording, photographic and documented
- Protections
- Extent of consolidation & relative strength in relation to the substrate and surrounding material.
- Sacrificial qualities of new interventions relative to adjacent conserved ancient work.

- Integration and matching with cleaned panels on Phase 1

5.3 Daily reference to approved sample

Use the approved panel as a benchmark for quality control on the rest of the ceiling so that all conservators are working to the same set standard.

Conservators will refer back to the approved sample before, during, and after cleaning off each successive panel to ensure a consistency of approach.

6.0 ABOUT ST BLAISE LTD

6.1 The St Blaise Conservation Team

Some 50% of the team will be assembled from the diverse range of knowledge and experiences of conservators in St Blaise's employ. The balance will come from those freelance conservators who are experts in their field with whom we have worked in the past.

6.1.1 As a well respected conservation company of some 15 years, St Blaise has gained considerable experience in the conservation of Historic Buildings and Interiors.

6.1.2 We have well established support in all trades but of most relevance is our fine joinery workshop which has successfully completed major works involving timber conservation on projects such as:

- Waddesdon Manor - Carving and conservation of Louis Seize Boiserie
- Prior Park School, Bath
- Stoneleigh Abbey - Conservation of the medieval gates
- Uppark, National Trust House - Conservation of the carving and joinery in state rooms
- Windsor Castle - Extensive fine conservation including the West End Gallery St George's Hall

6.1.3 Individually there are suitable conservators for this project within our current team of conservators that have worked on a number of cathedrals, historic buildings and monuments across the country such as:

CONSERVATION OF THE TIMBERS AND PAINT TO THE NAVE CEILING PETERBOROUGH CATHEDRAL

- 13th century Chapter House at Southwell Minster
- 15th century Great West Door at York Minster
- 12th century Priors Doorway at Durham Cathedral
- Uppark National Trust House
- Wall-paintings at Oddington St Mary
- Wall paintings at the Chantry in Bridport, Dorset
- Edinburgh Castle
- Albert Memorial in London.
- The tree of Jesse at Abergavenny

6.1.4 St Blaise employs conservators trained and practically experienced in the conservation of polychromed surfaces and wall-paintings.
(See Section 5.0 for personnel summary).

6.2 Professionalism

St Blaise offers the Dean and Chapter peace of mind regarding:

- The attention to detail in the technical and condition surveys
- The quality of the visual recording and different photography formats
- The quality of the workmanship
- The contractually professional management of the overall project
- The sensitivity of the conservation input
- Full financial information, running anticipated final accounts, prompt valuations of variations.
- A unique combination of conservation ethics within the harshness of the current contractual environment.

CONSERVATION OF THE TIMBERS AND PAINT TO THE NAVE CEILING PETERBOROUGH CATHEDRAL

6.3 Financial Resources and Infrastructure

St Blaise Ltd enjoys the resources and financial support of the Sir Robert McAlpine group.

7.0 STAFF

7.1 Training and Vetting

Only staff who have the correct training, experience and temperament will be employed on this project.

The conservation team leader will ensure that all conservators are aware of the specification, the agreed methods, the required levels of cleaning and degree of consolidation.

The conservation team leader will also ensure that all conservators achieve the specified aims of the client.

Anyone not achieving those aims will be removed from the project.

7.2 Contingency for Illness

A list of named conservators, (in excess of the minimum number actually required on site) will be provided, at commencement, to the Dean and Chapter. This will help ensure that there is a backup of skilled and suitably qualified individuals, to maintain progress and continuity.

7.3 Induction of Staff

All conservators involved in the project will undergo an induction process by our conservation manager which will cover:

- every aspect of the project's aims
- health and safety issues and procedures
- methods of communication between the St Blaise management the Cathedral Architect and members of the Conservation Team

8.0 HEALTH & SAFETY

8.1 Health & Safety Policy

St Blaise have a strict company policy of safe working practices on all sites.

8.2 Risk Assessments

**CONSERVATION OF THE TIMBERS AND PAINT TO THE NAVE CEILING
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If successful in being awarded the work to Phase 2 detailed risk assessments would need to be carried out for each aspect of the practical work prior to the technical and condition surveys.

Samples of Risk assessment are attached to the draft H & S plan

8.3 Control of Substances Hazardous to Health (COSHH)

When solvents are to be used, only the minimum required for the days work will be taken onto the scaffolding.

Samples of COSHH assessment are attached to the draft H & S plan

8.4 Solvent Storage

Solvents would be stored in a clearly marked lockable container, at ground level, in a safe area designated by the Dean and Chapter.

Solvents will not be left on the scaffold overnight.

8.5 Electrical Equipment

All electrical equipment to be used on the scaffold will be 110 volts with a current safety test certificate.

8.5.1 Lighting.

We are aware that the cleaned appearances will look different under different lighting conditions. In order to deal with this we will be using daylight simulation tubes.

8.5.2 We will avoid raking light and are aware that different working angles will produce different lighting conditions.

8.6 Hard Hat Site

Discussions with the Cathedral Architect and Walbrook Associates would need to be entered into as to the validity of wearing a hard hat, versus the potential damage that could be caused when working at close quarters to the painted decoration of the ceiling.

8.7 Removal of Waste

Waste will be removed daily from the scaffolding, to a suitably safe location at ground level and removed from site on a weekly basis.

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Waste products will be bagged and each bag sealed in the working area before being removed, either by hand or hoisted down to ground level, (see hoisting rules).

9.0 DAILY MANAGEMENT

9.1 Quality of Recording

The quality of the visual recording and the various photographic formats, will be ensured by using the same personnel throughout the project.

9.2 Management of Quality

The management of quality will be undertaken by St Blaise's Conservation Manager and Site Manager in consultation with the Cathedral Architect and the Conservation Team members.

9.3 Management of Progress

Will be the responsibilities of the Site Manager the Conservation Manager and the Senior Contracts Manager and includes:

- Regular progress reports
- Initial programme and cashflow
- Updated programmes
- Progress against anticipated cashflow
- Any potential savings on budgets.

9.4 Monthly valuations

At project commencement the St Blaise contract surveyor will liaise with the conservation architect regarding valuation dates.

Each month the St Blaise contract surveyor will submit a valuation of the works carried out to date for the architect's approval. Any authorised variations to the contract sum will be separately identified and valued providing all supporting information and documentation.

9.5 Ordering, delivery and quality of Materials & Plant

Will be the responsibility of the Site Manager in consultation with the conservators. Quality checks of supplied products will be the responsibility of St Blaise to ensure they all materials and plant is compliant with the specification and relevant quality standards.

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Any materials and plant that are not compliant will be immediately removed from site.

10.0 DAILY ROUTINE

10.1 Preparing for work

All St Blaise personnel will report to the cathedral staff and the site manager who will maintain a daily record of persons working on site that day, giving a copy to the cathedral staff.

Access and opening of locked doors is to be co-ordinated with cathedral staff, particularly bearing in mind fire escape routes and emergency arrangements.

No one will be permitted to work alone either above or below the ceiling areas. The site manager will be responsible for ensuring that this is maintained at all times.

Only the equipment and materials needed for the days work will be taken up onto the scaffolding or roof space.

- Statement of the day's goals
- Assessment of previous day's works
- Looking at the work in context to the sample panel

10.2 Breaks from work

The normal working day will be from 8.00am to 6.00pm with a 15 minute break in the morning, ½ hour for lunch, and a 15 minute break in the afternoon. However it may be appropriate to work longer hours with the cathedral architect's approval.

10.3 Noise

Every effort will be made to keep noise to an absolute minimum, once on the scaffolding, especially if services are taking place within the Cathedral. In these instances and where requested, by the cathedral staff, works will cease.

10.4 Waste Disposal

Any accumulated rubbish will be removed from the scaffold at the end of each working day. (see section on waste disposal)

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10.5 Prevention of public access

When vacating the scaffold for breaks and at the end of the day the site manager or nominated responsible person will ensure that all accessible doors are secured from public access.

10.6 Independent Scaffold checks

The site manager will make regular checks on scaffold particularly in areas of support to the structure and will look for any signs of movement. The site manager is to liaise with the scaffold inspectors.

10.7 End of the Day Inspection

At the end of the working day the site manager will ensure that all tools and materials are removed or disconnected (specifically electrical tools and lights). A separate isolating switch box will be inserted, at low level, so as to isolate the scaffold from any live circuits overnight or at weekends.

11.0 DISCUSSION

There is nothing unduly demanding about the work.

Once samples have been prepared and approved the work is well within the capacity of most trained conservators.

We do not foresee any unforeseen any difficulties with the technical aspects of the works. However we do see the need for scope for lateral thinking by the senior conservator.

We feel that our greatest contribution will be in the effective management in the daily routine and administration of up to eight conservators from different backgrounds. And to achieve a uniform and consistent end to a large project where the anonymity of the individual's intervention is of more importance than any individual's brilliance.

We would welcome introducing you to the key members of our team and discussing our proposals further, especially as our conservation manager has had limited input into this tender as she is currently working at the Royal Cairo Museum and will be back at the beginning of March.

SECTION TWO

SEQUENCE OF WORKS

- 1.1. Set up site including all CDM and health & safety requirements.
- 1.2. Secure site protections to scaffold and to enclose work area.
- 1.3. Meet with members of the conservation team prior to any works.
- 1.4. Discuss techniques and methods of working used on Phase 1.
- 1.5. Photographic recording of present condition of all panels and fabric fixtures and fittings around the work.
- 1.6. Investigate the under-paint of the original boards.
- 1.7. To analyse the efflorescence and determine its composition.
- 1.8. Investigate the dating of the softwood boards.
- 1.9. Investigate the micro-biological growth on the ceiling.
- 1.10. Record present condition of ceiling onto photogrammetric drawings.
- 1.11. Provide comprehensive report on current condition of ceiling including analysis of previous interventions.
- 1.12. Set up control panel for all conservation techniques and level of clean.
- 1.13. Produce measured drawings of ashlar boards.
- 1.14. Examine and check the supporting timber structure.
- 1.15. Examine and re-fix any boards that require additional support.
- 1.16. Consolidate damaged timbers.
- 1.17. Remove and treat bolts as Phase 1 recommendations.
- 1.18. Re-secure loose and flaking paint.
- 1.19. Consolidate powdery painted surfaces.
- 1.20. Treat nails, screws and all exposed metalwork.

SEQUENCE OF WORKS

- 1.21. Clean the painted surfaces.
- 1.22. Inspect (and discuss) cleaned areas with Conservation team.
- 1.23. Remove historic residual glue from the painted surfaces.
- 1.24. Re-integrate any cleaning differentials or visible fixings.
- 1.25. Install humidity and temperature monitors.
- 1.26. Record details of all work on drawings.
- 1.27. Provide a comprehensive report on all works carried out.
- 1.28. Provide a future maintenance recommendations report and schedule of inspections.
- 1.29. Meet with conservation team to discuss project.
- 1.30. Carry out any final repairs.
- 1.31. Sign off works with conservation team.
- 1.32. Remove all protections.
- 1.33. Clear site.

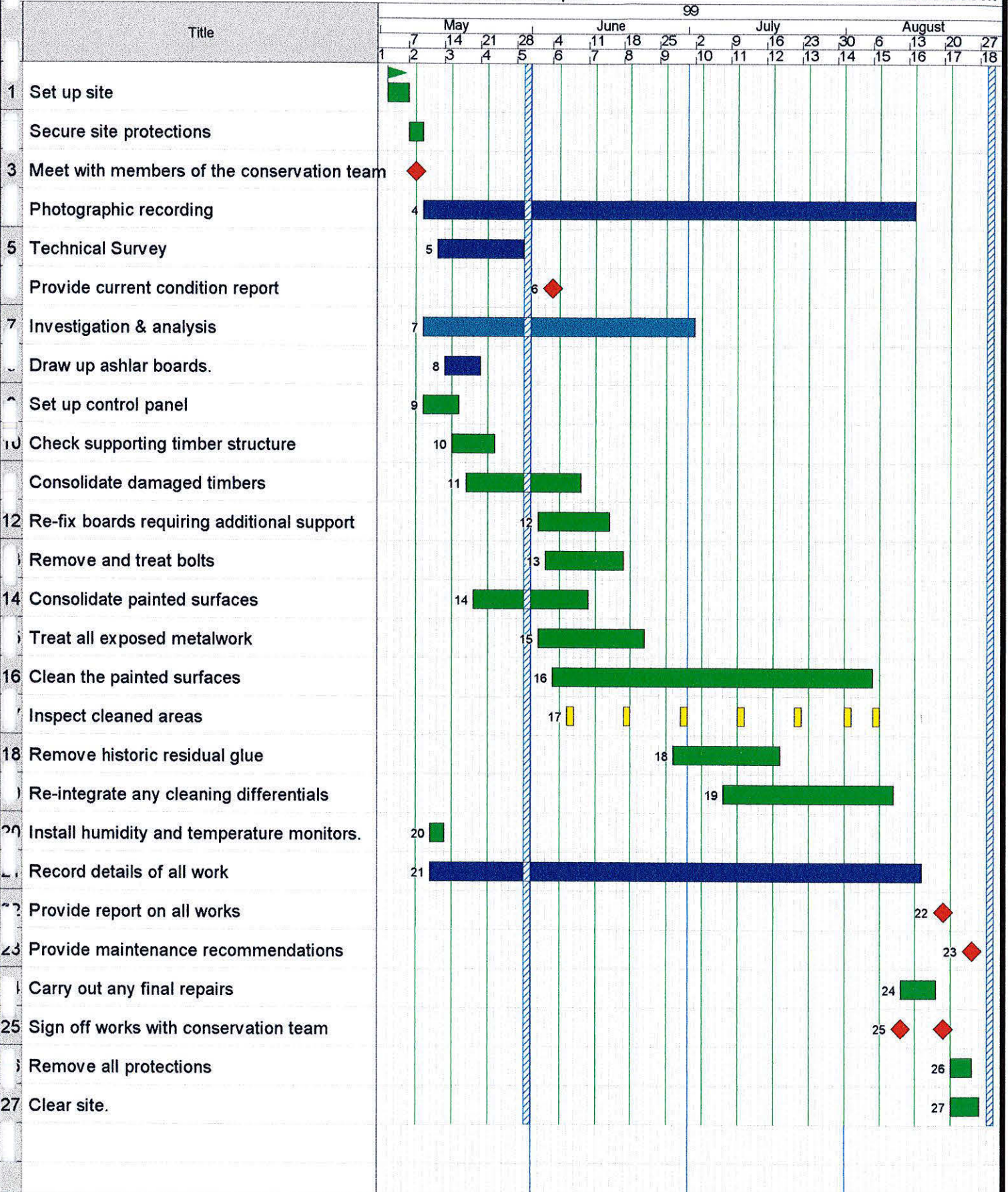
SECTION THREE

Peterborough Cathedral

5-Feb-99

The Dean and Chapter

Steve Gooch



Bar Library 1



Drawn by: Steve Gooch

Dwg No.

Revision No.

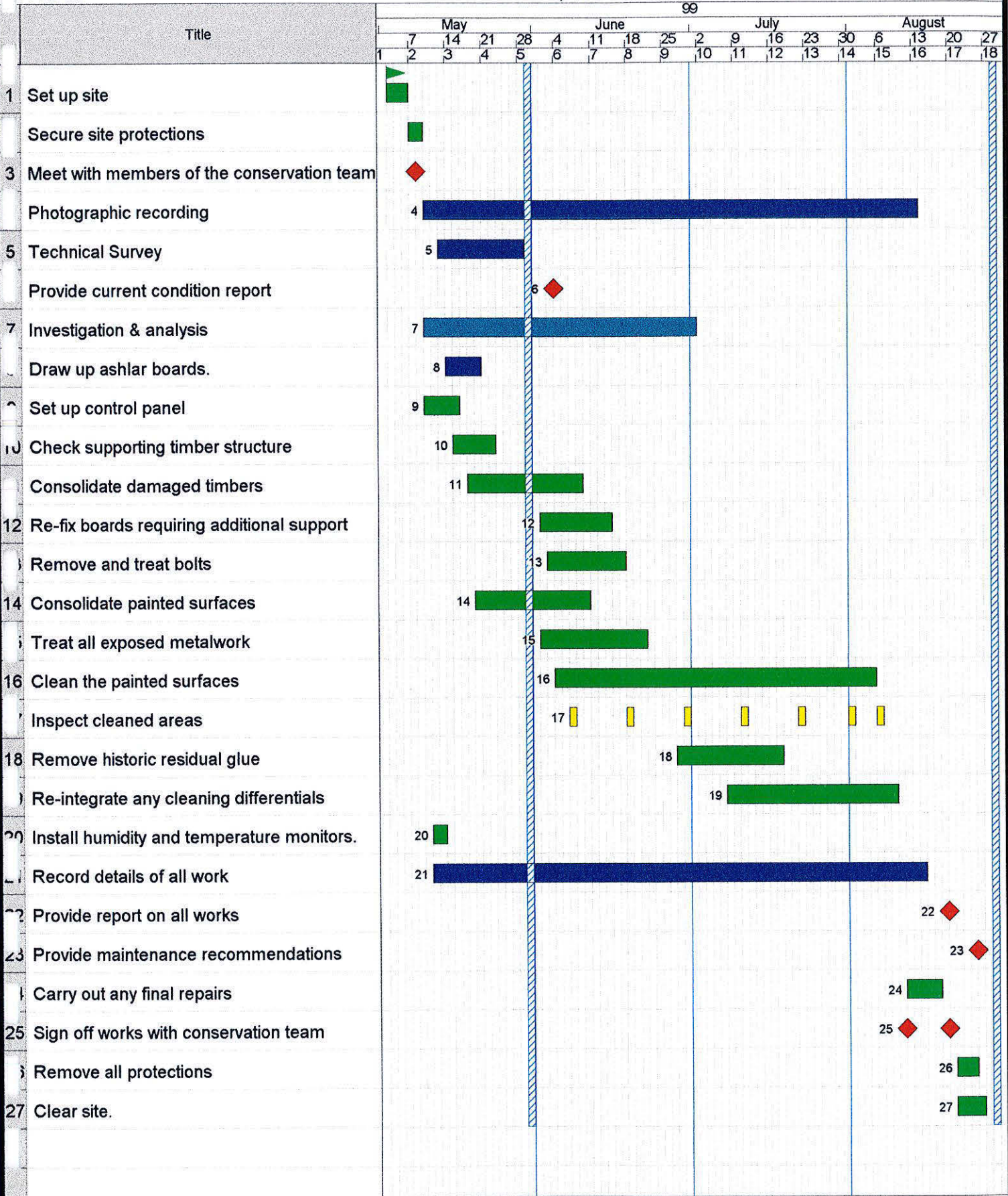
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Peterborough Cathedral

5-Feb-99

The Dean and Chapter

Steve Gooch



Bar Library 1



Milestone



Recording



Investigation



Inspection

Drawn by: Steve Gooch

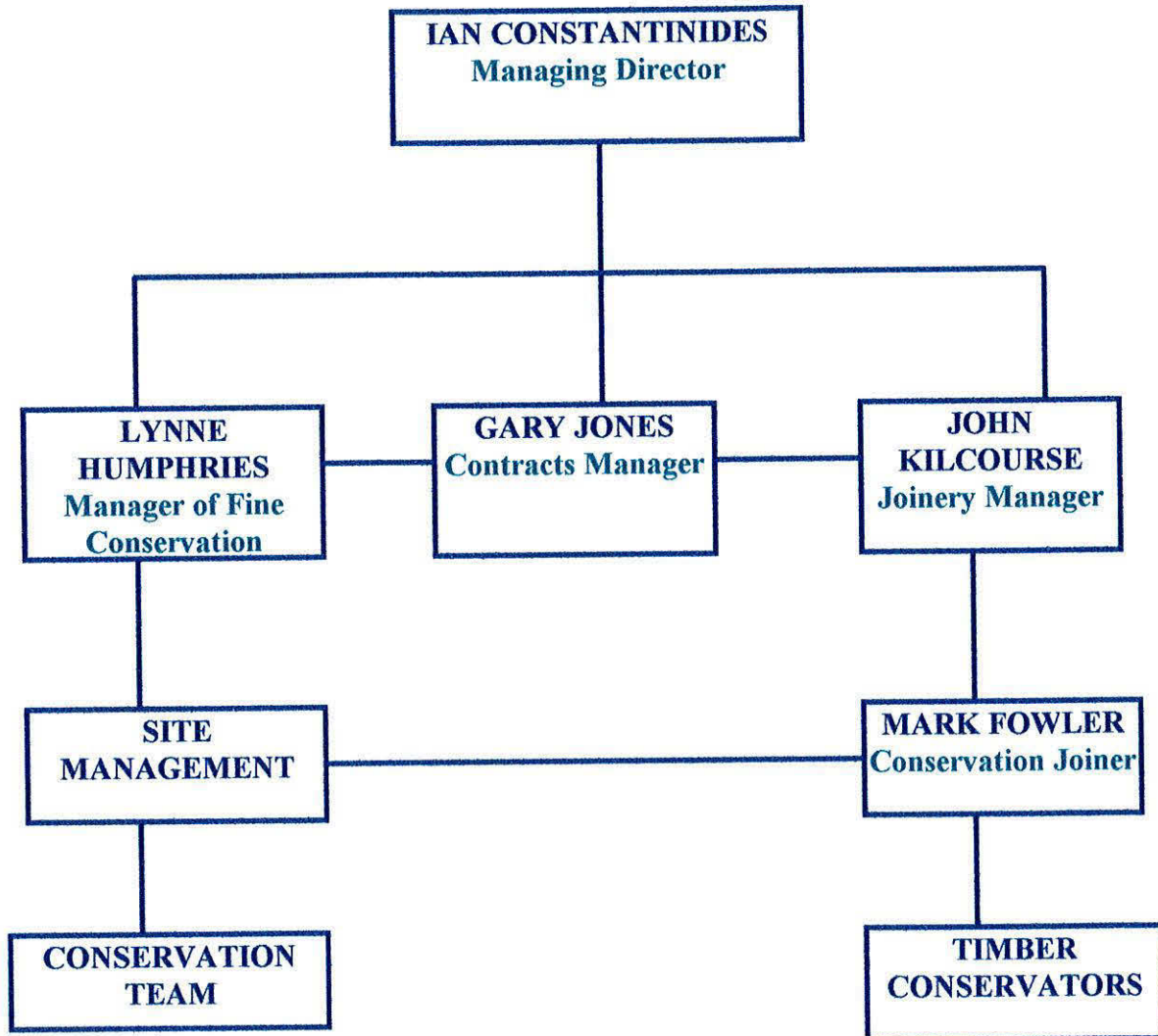
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Notes:

SECTION FOUR

PROPOSED MANAGEMENT STRUCTURE



SECTION FIVE

PERSONNEL SUMMARY

CONSERVATORS

NAME POSITION DETAILS	Lynne Humphries Manager of Fine Conservation MA Degree Polychromy Conservation - Royal College of Art Victorial & Albert Museum Post Graduate Diploma Architectural Stonework Conservation HND Conservation & Restoration Studies Experienced in detailed visual recording, conservation of wood, stone and polychromed surfaces.
NAME POSITION DETAILS	Harry Beale Collins Conservator BSc (Hons) London Guildhall University Restoration & Conservation on wood and stone. Experienced in conservation and restoration of architectural wood and surface decoration.
NAME POSITION DETAILS	Rosa Extebarria Conservator BA Hons University of Basque Country Conservation of mural paintings. Experienced in visual recording, conservation of wall paintings and polychromed surfaces.
NAME POSITION DETAILS	Paul Travis Conservator BA Hons University of North London - History. Experienced in site recording, measured surveys, architectural history and fine conservation.
NAME POSITION DETAILS	Kieran Elliot Conservator PG Diploma Conservation of Architectural Stonework. Experienced in detailed visual recording, conservation of polychromed surfaces.

JOINERS

NAME POSITION DETAILS	John Kilcourse Joinery Manager City & Guilds Joinery & Carpentry ONC Joinery FTC Joinery Production FTC Timber Science Member of Institute of Management
NAME POSITION DETAILS	Mark Fowler Joiner and site manager City & Guilds Joinery SPAB Fellowship
NAME POSITION DETAILS	Jeremy Snell Joiner NVQ Carpentry & Joinery
NAME POSITION DETAILS	Mark Joliff Joiner City & Guilds Furniture Making

Caroe & Partners

CHARTERED ARCHITECTS

1 Greenland Place London NW1 0AP
tel 0171 267 9348 fax 0171 267 9344

22 January 1999

To whom it may concern

Conservation at St. Blaise

Some of the most exciting developments in the care of existing buildings over recent years have followed from attempts to integrate the skills of the best building craftsmen with those of the professional conservator.

Such integration is not necessarily easy. Craftsmen are generally trained to repair by the renewal - or partial renewal - of the material on which they are working; the best work with sensitivity to material, are familiar with what happens to buildings over time in our climate and have instinctive knowledge of the treatment of "objects" as large as a building.

For their part, conservators are trained in total respect for the integrity of the materials and surfaces on which they work, are "programmed" to conserve rather than restore and are used to working on a small - often microscopic - scale. With such a background many find it difficult to adapt their thinking to the scale of individual buildings.

I have worked with St. Blaise over the last three years - both in an executive and consultative capacity - on such buildings as the Central Court of the British Museum, Wykeham's Chapel at Winchester College and two domestic listed buildings in Hampshire. I have been impressed by the integration that the firm has developed between their teams of craftsmen and conservators, with both groups subject to the discipline of sensitive quality management procedures.

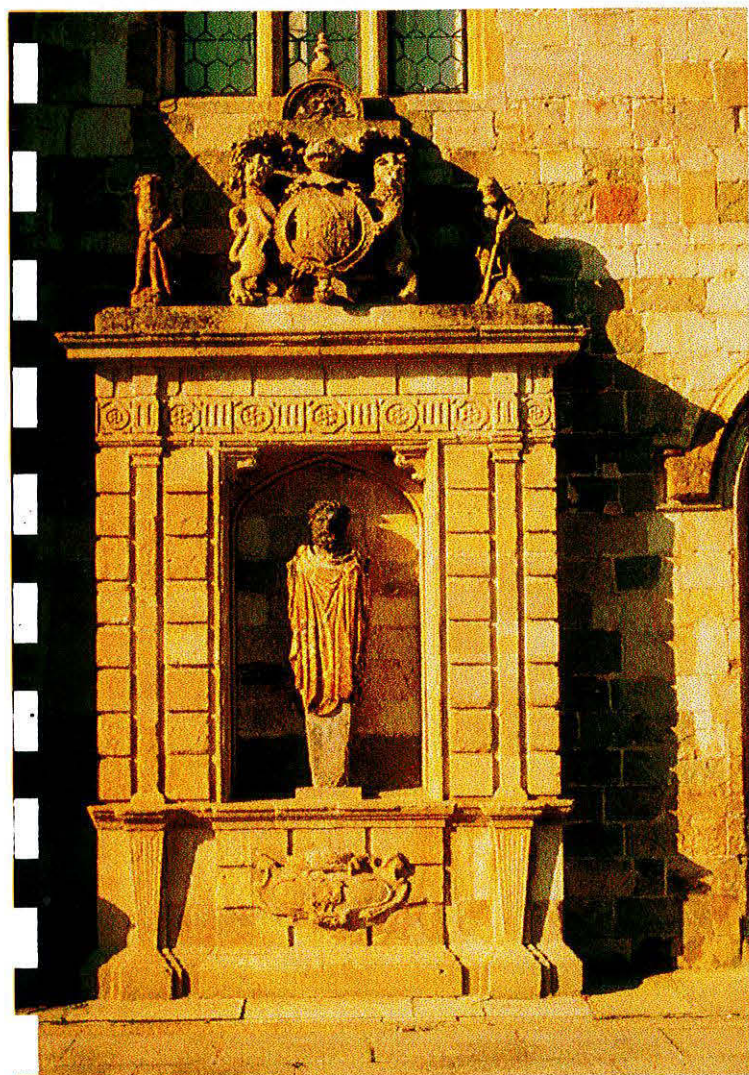
The team of conservators at St. Blaise is at any one time between 25 and 30 strong under the direction of Lynne Humphries. Lynne trained at the Weymouth, Lincoln College of Art and Design and the Royal College of Art, has worked subsequently for Cliveden Conservation and the Sculpture Department, Victoria and Albert Museum. Her personal expertise lies in the treatment of polychrome on wood, plaster and stone. Members of her team have previously worked for us on Romanesque limestone sculpture at Rochester Cathedral and the conservation of some 180 memorials in the 14th century cloisters at Winchester, others have worked on Church Monuments. It was a surprise and pleasure to find the site agent responsible for the College Chapel to be a conservator, rather than a senior craftsman. There was no loss of efficiency.

There are relatively few organisations in the U.K. which have put together a partnership between the skills of the building craftsmen and the professional conservator under the discipline of appropriate management techniques. I believe St. Blaise to be one of those organisations.

Martin Caroe

M B Caroe

SECTION SIX



St Blaise Fine Conservation

The Conservation of Architectural Works of Art

Wallpaintings
Sculpture
Monuments
Polychrome Surfaces
Terracotta and Ceramics
Works of Art
Ornamental Plasterwork
Wood
Plaster and Stone
Porous and Non-Porous Materials

Consultancy ~ Reports ~ Specifications ~ Bills of Quantities for Conservation Works

Lynne Humphries
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ST BLAISE LTD

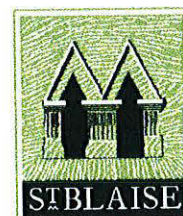
PREVIOUS CONTRACTS

F/D003

CONTRACT	Highcliffe Castle ~ Dorset
CLIENT	Christchurch Borough Council
VALUE	£1.5M
WORKS	Conservation, repair and replacement of carved stonework. Structural pinning. Repair and replacement of decorative Roman cement elements. Conservation of the French Gothic Oriel window. Cintec anchoring, structural works and grouting.
ARCHITECT	Niall Phillips Associates
CONTRACT	Windsor Castle
CLIENT	The Royal Household
VALUE	£2M
WORKS	Repairs, Conservation and Renewal of Decorative Plasterwork. Including Fibrous, Solid and Freehand Modelling. Conservation of Statuary and Wall Paintings. Conservation and Renewal of Joinery. Building of the Giles Downes display cases in the Octagon Room.
ARCHITECT	Donald W Insall & Associates & Sidell Gibson
CONTRACT	Prior Park Mansion, Bath
CLIENT	The Christian Brotherhood
VALUE	£1M
WORKS	Joinery, repair and replacement of burnt and damaged panelling, doors, linings, floors, repairs to windows. Lime plasterwork. Freehand modelling, run in-situ cornices and conservation of fire damaged plaster.
ARCHITECT	Ferguson Mann Architects
CONTRACT	"The Waddesdon Estate"
CLIENT	Lord Rothchild
VALUE	£1M
WORKS	Management contracting. Conservation and re-carving of C.17th Louis Seize Boiserie panelling. Decorative plasterwork, Stone Carving, Masonry and General Building Works.
ARCHITECT	Inskip & Jenkins
CONTRACT	Temple of Concord & Victory - Stowe Gardens
CLIENT	The National Trust
VALUE	£236K
WORKS	Conservation, consolidation, repair and replacement to plain renders and decorative plasterwork.
ARCHITECT	Inskip & Jenkins
CONTRACT	Uppark House
CLIENT	The National Trust
VALUE	£1M
WORKS	Conservation and repair of fire damaged panelling, staircases, floors, doors and linings including considerable replacement of carved enrichments.
ARCHITECT	The Conservation Practice



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CONTRACT
CLIENT
VALUE
WORKS

ARCHITECT

CONTRACT
CLIENT
VALUE
WORKS
ARCHITECT

CONTRACT
CLIENT
VALUE
WORKS
CONSULTANT

CONTRACT
CLIENT
VALUE
WORKS
ARCHITECT

CONTRACT
CLIENT
VALUE
WORKS

ARCHITECT

CONTRACT
CLIENT
VALUE
WORKS
ARCHITECT

Bramshill Police College

The Home Office
£97K
Plaster repairs, conservation, paint stripping, and repainting of decorative ceiling.
Clive Mercer Associates

Winchester School & Chapel

Winchester School
£102,000 (combined)
Cleaning of stained glass, & restaining timber panelling
Martin Caroe & Partners

Scotney Castle ~ Kent

National Trust
£14,650
Repair of garden walling and balustrading
The Morton Partnership

Prince Albert Monument

Local Authority
£ 18,250
Masonry repair and conservation
Andrew Townsend

Rochester Castle Walls

The City of Rochester upon Medway
£385K
Structural repairs, pointing, Cintec anchoring, gravity grouting and tiling.
Gifford & Partners

Wakehurst Place ~ W. Sussex

The National Trust
£10,000
Stonework facade - repair and conservation
Clive Mercer Associates



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SECTION SEVEN

Draft

ST BLAISE LTD

**CONSTRUCTION PHASE
HEALTH & SAFETY PLAN**

for

**PROPOSED CONSERVATION
WORKS**

To

**THE NAVE CEILING OF
PETERBOROUGH CATHEDRAL**

This document should be read in conjunction with:-

- i) Scope of the works prepared by Marshal Sisson Architect
- ii) St Blaise Ltd - Safety Policy
- iii) Pre-Tender Health & Safety Plan - prepared by Wallbrook Associates Ltd
- iv) Health & Safety at Work etc. Act 1974.
- v) Construction (Design & Management) Regulations 1994

PROJECT PARTICIPANTS DETAILS

Project Location

Peterborough - Cambridgeshire

Client

The Dean and Chapter of Peterborough Cathedral.
The Chapter office, Minster Precincts
Peterborough PE1 1XS

Architect

Julian Limentani,
Harcourt Offices
Hemingford Grey
Huntingdon, Cambs PE18 9BJ
Tel: 01480 461101
Fax: 01480 492188

Principal Contractor

St Blaise Ltd, Westhill Barn, Evershot
Dorchester, Dorset, DT2 0LD
Tel: 01935 83662 Fax: 01935 83017

Contact: Steve Gooch (tender stage only)
Contract Manager - Mr Gary Jones
Safety Director - Mr I Constantinides
Safety Consultants - Building Safety Group, 3 Gloucester Road
Almondsbury, Bristol, BS12 4BJ.
Tel: 01454 618444 Fax: 01454 619692

Planning Supervisor

Wallbrook Associates Ltd
Chapel Farm, Whipnade,
Dunstable, Beds.LU6 2LL
Tel: 01582 873715

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SITEPLAN

EMERGENCY INFORMATION

In the event of a serious emergency dial 999 and request the attendance of the appropriate emergency services.

- 1. Local hospital Accident & Emergency Dept -**

- 2. Local police station -**

- 3. Health & Safety Executive - Tel: 0117 988 6000
Bristol**

- 4. St Blaise Ltd Safety Director - Ian Constantinides**

- 5. St Blaise Ltd Safety Consultants - Building Safety Group
3 Gloucester Road, Almondsbury, Bristol, BS12 4BJ
Tel: 01454 618444 Fax: 01454 619692**

- 6. Security or Access problems -
Contact: (Site / Contract Manager)
Outside office hours: tel.**

AN A3 COPY OF THE ABOVE IS PROVIDED IN PROMINENT POSITIONS AS MARKED ON THE PLAN.

SECURITY & ACCESS

Access

1. Where there is public access to the cathedral all working and compound areas will be securely fenced off.
2. Staff and visitor access will be as shown on site plan. Members of the public will not be allowed access to the site.
3. All visitors will report to the site manager.
4. All visitors will sign into the visitors book providing the information as shown in the attached extract.
5. All visitors and staff who have not previously visited the site will then receive brief verbal induction training with regard to site procedures and rules.
6. No visitors will be allowed on site without our consent or outside site hours unless by agreement.

Security

1. The site compound will be located with the agreement of the client.
2. Warning signs will clearly instruct unauthorised persons to keep out.
3. All storage, office and welfare facilities will be securely locked when not in use. Unfixed material will be neatly stored in appropriate storage for the material type as required by the relevant COSHH information.
4. All means of access will be removed overnight or securely locked to prevent unauthorised use. Warning signs will be displayed.
5. Contact numbers are provided on page 6 of this safety plan to be used in the event of a breach of security.

INDUCTION TRAINING & GENERAL SITE SAFETY

1. A copy of the St Blaise company safety policy is attached to this document and will be available for inspection in the site office.
2. All staff of St Blaise are familiar with its contents and have signed a declaration to, at all times, comply with it.
3. The site will be no smoking within the boundaries except for in the designated area next to welfare facility and mess room, (see site plan - page 5. No smoking notices are displayed around the site.
4. The site boundary defines the hard hat area and visitors hats will be available in the site office. Hard hat area signs are clearly displayed around the site.
5. All sub-contractors have been provided with the company safety policy and will be familiar with this safety plan before commencement of their own works.
6. Copies of statutory notices will be displayed in the mess facility and site office including a copy of Form F10 notification to the HSE.
7. All visitors will receive verbal induction training to highlight the following.
 - a. No Smoking Policy
 - b. Hard Hat Policy
 - c. St Blaise Safety Policy
 - d. The construction phase plan
 - e. Site safety awareness of risks resulting from day to day works.(To include excavations, incomplete scaffold, material hoisting, storage, etc).
8. All persons in breach of site safety requirements will be disciplined and removed from site if appropriate.
9. All personal, sub-contractors and visitors who have any concerns with regard to their safety or that of others as a result of works on the site will be encouraged to raise the matter with the site foreman, (page 6). Should the foreman be unable to deal with the matter to the individuals satisfaction, then they should contact the contract manager or our safety director, (page 6).
10. Weekly discussions of site safety will take place with sub-contractors and staff in the mess facility.

INSURANCES

1. St Blaise Ltd certificate of insurance will be displayed in the site office.
2. All labour and material sub-contractors employed by St Blaise will be covered by our insurance and will have provided proof of their own insurances to our satisfaction prior to commencement.
3. In the event of any insurance claim, all parties to the project will be informed in writing.
4. Copy of our current insurance attached.

EMERGENCY PROCEDURES**1. Fire**

- a) In the event of a fire being discovered by any person it should be immediately reported to the emergency services.
- b) All personnel on site should be immediately informed starting with those at greatest risk.
- c) The site manager will be immediately informed.
- d) The site manager and nominated fire helper will then attempt to extinguish with the fire using hand held extinguishers stored in designated locations. (to be confirmed)

ONLY ATTEMPT TO FIGHT THE FIRE IF SAFE TO DO SO

- e) Fire access routes for emergency services will be agreed before commencement of site works and shown on the site plan. This route will be kept free from obstruction at all times.
- f) The nearest fire hydrant or suitable source of water for fire fighting will be identified and both the site foreman and helper will be aware of its position.

2. Accident/Incident

- a) Any site incident or accident resulting in any form of injury, or that may cause future injury will be immediately reported to our site foreman or his deputy in his absence.
- b) Should any serious accident happen then the foreman will immediately call the emergency services on 999 and give appropriate details.
- c) A First Aid list will be available and assessable to all personnel at all times in the site office.
- d) All accidents will be recorded in the site accident book (Form B1 510), kept in the site office.
- e) All accidents will also be recorded on the St Blaise Personnel Accident Record Form, which will be returned to the office for record purposes.
- f) Any serious accident covered by the RIDDOR regulations will be reported under the requirements of the regulations using Form F2508.
- g) Any accidents will be reported to the site inspector of Building Safety Group during their twice monthly inspection visits and recorded on their inspection form.

SCAFFOLDING & INSPECTION

The scaffolding will be erected in accordance with the specification, relevant British Standards and the NASC Good Practice Guide. Given that scaffold is non tied, independent particular attention will be paid to:

1. Use of load bearing couplers on elevation returns either to handrails or to additional ledgers. This will enable putlog couplers to be used on main ledgers which in turn will allow the returned boards to lap correctly and safely.
2. Use of end caps on butted transoms such that the building structure aids stability.
3. Positioning of tubing and bracing to avoid areas of stonework which is unstable, decayed or likely to be repaired.

The following certification and inspection will take place.

1. Production of handover certificate on completion and following inspection by St Blaise. The certificate will be available for inspection in the site office.
2. Formal weekly inspections will be made by the site foreman and the F91 will be completed. Should any lifting appliance (likely to be only a gin wheel) be used then this will also be inspected.
3. The F91 will be checked by the Contract Manager and by the inspecting member of the Building Safety Group, once every two weeks.
4. The Building Safety Group inspector will also inspect the general site safety and record his observations on their in-house inspection form. A copy of the completed form, counter signed by the foreman will be retained on site.
5. As part of the general site safety awareness the foreman and other staff and sub-contractors will be regularly observing the scaffold for hazards and defects.
6. All external scaffolds will be enclosed up to 2.44 metres high. All vulnerable points of scaffold that could provide illegal entrance will be highlighted and dealt with in discussion with the clients representative.

EMPLOYMENT & COMPETENCE OF SUB-CONTRACTORS

1. St Blaise's standard appraisal form has been or will be completed by sub-contractors in advance of commencement.
2. Insurances will be examined (see page 9).
3. All sub-contractors will be completely familiar with site procedures and will have signed the declaration with our safety policy.
4. Failure to comply with the contents of this plan will result in disciplinary action or dismissal.
5. CV's of all employees will be forwarded to the client in accordance with the requirements of the specification.
6. St Blaise is committed to continuous on-site training of it's staff and therefore the personnel used on site will contain experienced conservators and masons as well as a number of trainees. St Blaise will ensure that the balance of experienced staff to trainees will not be to the detriment of the contract and that the quality of workmanship is consistent throughout the contract.

COSHH
(Control of Substances Hazardous to Health)

All materials used on the site will, where appropriate have COSHH sheets produced to comply with COSHH regulations. These are listed below and the list will be amended as the work progresses.

Where applicable the manufacturers safety data sheet will be attached.

The following COSHH sheets are attached to this document and are available for inspection by all personnel in the site office. Specific training and guidance has been, or will be, given to personnel before use.

COSHH

Site Number	Product or Material	St Blaise Ref No
	Paraloid B52 Consolidants	

RISK ASSESSMENT

All work undertaken on site will, where appropriate, have Risk Assessment sheets produced to comply with Health & Safety regulations.

These are listed below and the list will be amended as the work progresses. Where applicable a method statement will be attached.

The following Risk Assessment sheets are attached to this document and are available for inspection by all personnel in site office. Specific training and guidance has been or will be given to personnel before work commences.

RISK ASSESSMENT

Site Number	Product, Material or Process	St Blaise Ref No
-------------	------------------------------	------------------

	Use of preservation pencils	RAS 6
	Working in roof spaces	RAS 4
	Scaffolding	RAS 5
	Working at heights	to be supplied
	Dust hazards	to be supplied
	Storage & transportation of materials on site	to be supplied
	Manual handling	to be supplied
	Hoisting materials	to be supplied
	Pigeon guano	to be supplied

METHOD STATEMENTS

As required by the contract and where the degree of risk within a site task warrants the production of method statements they will be produced to include.

1. A short sequential précis of the work task.
2. Consideration of potential risks and means of minimising risk to an acceptable level.
3. Statement of materials required and reference to relevant COSHH information.
4. Consideration of access, plant, and other information that may be required during the works such as attendance of structural engineers, architects, etc.

METHOD STATEMENTS

Site No	Method Title
001	Conservation of metalwork
002	Cleaning of painted surfaces
003	Removal of microbiological growths
004	Removal of bolts

HEALTH & SAFETY FILE

This document and the information generated from compliance with it will produce a record of the construction phase for incorporation into the above on completion.

In addition the following documentation will be kept either on site or at Head Office to supplement this plan.

1. Product data and material data sheets.
2. Notes and recommendations for maintenance.
3. Timber treatment certificates and guarantees.
4. Record drawing and photographs of elements of the work.
5. Names and addresses of sub-contractors.
6. Records of mortar mixes.

APPENDIX (List of Attachments)

1. St Blaise Ltd Safety Policy
2. F2508
3. Building Safety Group Inspection Form
4. St Blaise Ltd Personnel Accident Record Form
5. St Blaise Ltd Sub-Contractor Safety Declaration
6. Sample COSHH Sheet
7. Sample Risk Assessment & Risk Summary Form
8. Copy F10
9. Copy of Insurance
10. Sample of Site Visitors Details Sheet
11. Sample Method Statement

SPECIAL ITEMS OF SAFETY CONCERN**a) Lighting;**

Use of hot light sources are not permitted , including photographic light sources.

Propose use of mobile studio type luminaires which provide constant 'daylight' source and are used in both museums and art galleries world-wide. These can also be used for photographic purposes.

b) Flammable materials;

The use of flammable materials will be kept to a minimum and where possible, alternatives will be sought. Where flammable materials are used, only that necessary for area being worked on that day will be allowed on the scaffolding. No flammable materials will be stored on the scaffold overnight.

Storage of any flammable materials will be maintained outside the cathedral in an agreed and suitable storage area.

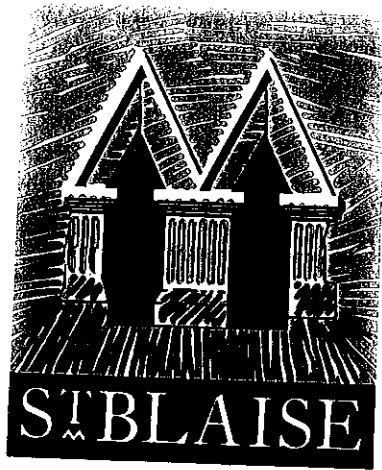
c) Fire Routes

Fire routes and procedure is to be discussed with the cathedral staff and fire escape routes clearly marked.

d) Fire drills

Are to be carried out as and when agreed with cathedral staff

SECTION EIGHT



REPAIR · TO

OLD · BUILDINGS

01935 83662

Westhill Barn
Evershot
Dorchester
Dorset
DT2 0LD

SAFETY POLICY

December 1997 review

Reviewing Procedure

- 1 This Health & Safety Policy will be formally reviewed every 12 months by the Companys' Board of Directors in conjunction with the Safety Advisors of the Company and any alterations ratified as necessary.
- 2 Alterations and amendments, which become essential between review dates will be considered by the Directors on the recommendation of the Safety Advisors.
- 3 The issue of the Health and Safety Policy and any amendments thereto shall be made solely by the Company.

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PART I

POLICY

STATEMENT

COMPANY SAFETY POLICY
HEALTH AND SAFETY AT WORK ACT 1974

POLICY

Company name: **ST BLAISE LTD**

Director responsible to the Board of Directors for all matters relating to health and safety at work is:-

IAN CONSTANTINIDES

Management believe that health and safety should have equal importance to quality, cost, production and morale. It accepts its responsibility to provide a working environment that is safe and without risk to health.

Management will take all reasonably practical steps to meet this responsibility paying particular attention to:-

- 1 The provision and maintenance of plant and systems of work that are safe and without risks to health, to employees and any other person likely to be affected by work activities.
- 2 Proper arrangements for the use, handling, storage and transport of articles and substances.
- 3 The provision of information, instruction, training and supervision to assist all employees to avoid injury and contribute positively to their own safety and health at work, with adequate communication of information, instruction and supervision, to avoid injury to any person likely to be affected.
- 4 The provision of a safe place of work and environment which has safe access and does not present a risk to health to any person.
- 5 The provision of adequate welfare arrangements.

This policy can only be successful with the active co-operation of all employees. Management therefore believe that it is the responsibility of all employees to perform their assigned duties safely by following established safe working procedures, using proper safety equipment and by reporting or correcting unsafe acts of conditions.

Signed _____

Safety Director

Date

20-1-1998

PART II

RESPONSIBILITIES

AND

DUTIES

CHAIN OF RESPONSIBILITY

- 1 The named Safety Directory will keep the Board of Directors informed of all safety matters at regular intervals.
- 2 The Company's safety advisors, The Building Safety Group Ltd, 3 Gloucester Rd, Almondsbury, Bristol, BS12 4BJ, will advise on all matters of Health and Safety and liase with the Safety Director, Managers, Agents and Foremen.
- 3 Managers will be responsible for the organisation of Health and Safety on their sites and within their departments. They will liase with The Building Safety Group Ltd and the Safety Director.
- 4 Agents and Foremen are responsible for implementing all Health and Safety regulations, giving advice and guidance on their sites and for co-operating with The Building Safety Group Safety Offices, HSE Factory Inspectors, environmental Health Officers, Clients Safety Engineers and Chemists. They will appoint and delegate a competent person to be in charge during their temporary absence.
- 5 Subcontractors will sign a declaration that they understand the Company's Safety Policy, Site Emergency Procedure, Clients Safety Rules and are conversant with the Health and Safety at Work Act 1974, and the appropriate Statutory Regulations governing their operations.
- 6 The Building Safety Group Ltd will employ Safety Officers to make frequent inspections and report each time, in writing, to the Safety Director.

THE COMPANY'S DUTIES WILL BE IN PARTICULAR:-

- 1 To observe the requirements of the Health and Safety at Work Act 1974 and all other relevant legislation, Codes of Practice, Health and Safety Executive Guidance Notes and recommendations of HSE Inspectors and Environmental Officers during visits.
- 2 The provision and maintenance of safe plant and systems of work especially in relation to hazardous and sensitive site operations.
- 3 Ensuring the control of risks to health in handling, storage, and the transportation of materials, articles and substances.
- 4 To carry out and provide Risk Assessments, COSHH Assessments, Noise Assessments and other assessments, as necessary, in respect of any work activity.
- 5 The provision of adequate information, instruction, training and supervision to ensure the Health and Safety of employees and any other person.
- 6 The provision of any necessary Personal Protective Equipment (PPE).
- 7 The encouragement of discussion of safety matters between and within our organisation, also liaise closely with the Safety Group.
- 8 To permit safety representation by the employees in accordance with such regulations as the Secretary of State has prescribed.
- 9 The provision of adequate welfare and First Aid facilities including trained First Aider as required by the relevant statutory provisions.
- 10 To prevent injury or damage to any person and adjacent property affected by their operations.
- 11 To bring into effect proper procedures to comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 and to include where appropriate the investigation and reporting of same.
- 12 To ensure that all site contractors comply with relevant statutory operations.
- 13 To co-operate with Local Authority and Clients Fire Prevention recommendations and ensure that requirements under the Fire Precautions (Workplace) Regulations 1997 and other relevant statutory provisions are met. This will include the provision of a fire risk assessment. To have contingency plans/procedures for dealing with such risks including the training of employees as necessary and the monitoring of all equipment involved in accordance with the manufacturer's recommendations.

- 14 To ensure as far as is possible that it will not allow its employees, subcontractors and others engaged to carry out work or operations, whilst under the influence of alcohol or controlled substances (drugs). Supervisors are required to report all cases of suspected alcohol or drug abuse, allergies, or medication likely to affect the employees Health and Safety.
- 15 To make arrangements for implementing any special requirements required by the Client, the Police and Local Authority whilst operating in hazardous or sensitive areas.

THE PRINCIPAL CONTRACTORS DUTIES

The Construction (Design and Management) Regulations 1994

Where the Company is appointed by the Client as Principal Contractor, the following arrangements will apply to the operations/project for which the Company has been appointed as Principal Contractor.

- 1 The Company and its management are responsible for developing and implementing the Health and Safety plan provided by the Planning Supervisor.
- 2 Organising arrangements for the control, co-ordination and co-operation between all Contractors involved in work on the construction site.
- 3 Informing all Contractors, Sub-Contractors, and Self-Employed persons, who are to work on the construction site, of those parts of the safety plan that effect their operations.
- 4 Display, in a readable condition, the information notified to the Health and Safety Executive at a location where they can be read by all at work on the construction site.
- 5 Informing all Contractors, Sub-Contractors and Self-Employed persons who are to work on the construction site, of those rules set out in the safety plan that are required for the Health and Safety of all persons working on the construction site.
- 6 Promptly provide the Planning Supervisor with any information brought to our attention or discovered during construction work that the Planning Supervisor should have for inclusion in his Health and Safety file.
- 7 Ensure that only authorized persons have access to the construction site and that effective measures are taken to prevent unauthorised entry to site during working hours and at any other time.
- 8 Ensure that Contractors provide details of Health and Safety and other training given to their operatives who are to work on the construction site.
- 9 Hold regular site Health and Safety co-ordinating meetings during the project. These are to be held during normal working hours.
- 10 Ensure that all Contractors, Sub-Contractors and Self-Employed persons, who are to work on the construction site, report all injuries, diseases and dangerous occurrences to Site Management.
- 11 To ensure that employees and self-employed persons engaged on construction work are able to discuss and offer advice to him on matters which may affect their Health and Safety.

- 12 To make arrangements to co-ordinate views of employees and permit safety representation of employees in accordance with such regulations as the Secretary of State has prescribed.

THE CONTRACTORS DUTIES

The Construction (Design and Management) Regulations 1994

Where the Company is to work as a Contractor under the Principal Contractor, the following arrangements will apply to the operations/project for which the Company has been appointed as Contractor.

- 1 Comply with the Principal Contractors instructions and comply with the Health and Safety plan.
- 2 Co-operate with the Principal Contractor and co-ordinate our activities with the Principal Contractor and other Contractors who may be effected by our operations.
- 3 Provide the Principal Contractor and other Contractors with assessments of risks, hazardous substances, noise and any other information concerning our activities that may have an effect on their operations.
- 4 Inform all our employees and self-employed sub-contractors of those details in the safety plan that may effect their operations and any safety rules they are required to comply with whilst working on the construction site.
- 5 Provide the Principal Contractor with details of all Health and Safety training given to our Managers and Operatives and any other training information that the Principal Contractor may from time to time require.
- 6 Promptly provide the Principal Contractor with any information brought to our attention or discovered during construction work, that the Planning Supervisor should have for inclusion in his Health and Safety file.
- 7 Ensure that only authorised persons have access to the construction site and that effective measures are taken to prevent unauthorised entry to site during working hours and at any other time.
- 8 Ensure that our Managers attend the regular site Health and Safety co-ordinating meetings during the project.
- 9 Ensure that all injuries, diseases and dangerous occurrences, that are reportable under RIDDOR 1995, are promptly reported to the Principal Contractors Site Management.

DESIGNERS DUTIES

The Construction (Design and Management) Regulations 1994

Where the Company is appointed by the Client as a designer, the following arrangements will apply to the operations/project, for which the Company has been appointed designer.

- 1 The Company will inform the Client of his duties under the Construction (Design and Management) Regulations 1994.
- 2 The Company will take all reasonably practicable steps to identify the significant Health and Safety hazards and risks of the design.
- 3 The Company will take reasonable steps, having regard to the hierarchy of risk control, to reduce the risk to the Health and Safety of those persons involved in the construction of the project and of those persons who will have to carry out maintenance on the structure during the life of the structure when preparing the design.
- 4 The Company will provide adequate information about those risks, identified during the design, that cannot be eliminated.
- 5 The Company will co-operate with and co-ordinate their work with other designers and provide the Planning Supervisor with information for the Safety Plan, and as work progresses information for inclusion in the Safety File.

CLIENTS AND AGENTS OF CLIENTS DUTIES

The Construction (Design and Management) Regulations 1994

Where the Company is a client or appointed as the agent of a client or clients, the following arrangements will apply:

- 1 No construction work, to which the Construction (Design and Management) Regulations 1994 apply, shall start until a Safety Plan has been prepared or developed by the Principal Contractor.
- 2 Where the construction work falls within the scope of the Regulations, a Planning Supervisor will be appointed at the earliest practicable time during the concept and feasibility phase.
- 3 All available and relevant information concerning the operation/project will be made available to the Planning Supervisor and Designers, as will any other relevant information that can reasonably be obtained from other sources.
- 4 No person shall be appointed as Planning Supervisor, Designer or Principal Contractor until they have provided the Company with evidence of their competence to carry out the work for which they wish to be appointed and satisfy the Company that they have allocated or will allocate adequate resources to meet their Health and Safety obligations.
- 5 Where the Company has been appointed as the agent for the client or clients, a declaration, in writing, shall be sent to the HSE stating that the Company has been appointed as agent of the client or clients.

THE SAFETY DIRECTOR'S DUTIES

- 1 To monitor the effectiveness of the Safety Policy and to make revisions as necessary.
- 2 To ensure all Company employees are aware of the Safety Policy and understand individual duties.
- 3 To analyse the Safety Officers Site Inspection Report and any accident/occurrence report to ensure that corrective action is taken by the organisation concerned.
- 4 To ensure adequate arrangements are made for Health and Safety training of all employees on a regular basis as required by the relevant statutory provisions and to meet proactive and reactive demands placed upon the company by other organisations such as architects, planning supervisors and clients.
- 5 To ensure that the main office documentation relating to accidents, diseases, insurance, training, plant registers and certificates are maintained and to ensure that notification and reporting procedures to the relevant statutory authorities are carried out.
- 6 To keep the Board of Directors advised of the Company's responsibilities in relation to their operations in general and any other special contractual requirements.
- 7 To ensure adequate financial arrangements are made to meet statutory requirements.

THE SAFETY OFFICERS DUTIES

- 1 To advise when required on safety matters in advance of construction operations.
- 2 To carry out regular site inspections, where required, in company with the Site Supervisor or other person, and to discuss and advise on matters affecting health, safety and welfare.
- 3 To notify the Site Supervisor of all defects found and provide a signed report on site, with copies for the Safety Director and The Building Safety Group Ltd office records.
- 4 To notify the Company's Safety Director if serious defects are continually not remedied.
- 5 Immediately to contact the Safety Director if situations are found, that in the opinion of the Safety Officer, are dangerous enough to warrant the stopping of any operation.
- 6 To advise Safety Training requirements, for new entrants and all employees.
- 7 To supply all relevant statutory documents in accordance with the regulations if requested by the Company.
- 8 In accordance with the agreed criteria to carry out investigations into and report on Dangerous Occurrences and Serious Accidents, as required.
- 9 To check site documentation is being completed correctly and where necessary to ensure that Risk Assessments and Method statements are available.
- 10 To carry out inspections of offices, workshops and joinery shops as required/requested by the Company.

THE MANAGERS DUTIES

- 1 To monitor the implementation of the Company's Safety Policy and relevant statutory obligations.
- 2 To encourage good health and safety practices by their staff and to assess their competence.
- 3 To ensure that information, instruction and regular training is given, monitored and recorded, to employees and new entrants, having due regard to site changes, alterations in work practices, equipment and changes in responsibilities.
- 4 To attend Management Health and Safety Training sessions.
- 5 To ensure the supply of materials, amenities and equipment meet all relevant statutory obligations.
- 6 Monitor risk assessments, ensure all controls are adequate and work equipment is maintained and serviced.
- 7 To make provision "for special requirements laid down by contractual arrangements when operating at hazardous or sensitive sites.
- 8 To ensure adequate financial provision is made in respect of health, safety and welfare prior to contract start date.

THE CONTRACT MANAGERS DUTIES

- 1 To monitor the implementation of the Company's Safety Policy and Clients safety requirements and any other statutory requirements.
- 2 To ensure that the Health and Safety Executive are notified on Form 10 if site operations are expected to last six weeks or more.
- 3 To ensure that The Building Safety Group Ltd are notified of such sites or those of a special nature.
- 4 To pre-plan safe methods of construction, the provision of adequate welfare facilities and ensure adequate financial provision is made for Health and Safety.
- 5 To set a personal example to all operatives on site by wearing the appropriate PPE.
- 6 To ensure that Statutory Notices, the Safety Policy, Insurance Certificate and names of Appointed First Aiders are displayed and maintained in prominent locations.
- 7 To assess the risks to Health and Safety of all operations and ensure adequate control measures are in force (see Appendix for general risk assessments and controls) and review as necessary.
- 8 To ensure that members of the public, affected by the Company's operations are adequately protected.
- 9 To ensure that incidents, accidents and dangerous occurrence are thoroughly investigated and reported to the relevant statutory authorities.
- 10 To monitor the maintenance of all relevant site safety records.

CONSTRUCTION MANAGERS, AGENTS AND FOREMENS DUTIES

- 1 To organize and co-ordinate site work with minimum risk to Health and Safety. To comply with the Company Safety Policy and relevant regulations.
- 2 To ensure agreed methods of work, Codes of Practice, Risk Assessments, Method Statements are adhered to and all Registers and Records are kept up-to-date.
- 3 To ensure that operatives are competent and hold, where applicable, certificates to operate plant and power tools. Records will be maintained on site.
- 4 To ensure that Tradesmen and Foremen are given precise instructions in respect of Health and Safety.
- 5 To ensure that the storage of materials and substances are safe and comply with statutory requirements.
- 6 To maintain a tidy site with safe access and egress to places of work and the site accommodation.
- 7 To ensure that all plant and equipment is safe to use and property maintained.
- 8 To control and co-ordinate the action of sub-contractors and others to avoid confusion with regard to implementing the Safety Policy and Client's requirements.
- 9 To ensure persons are appointed under the First Aid Regulations 1981, and display their names and location of First Aid boxes.
- 10 To ensure the supply and use of adequate Safety and PPE.
- 11 To ensure all accidents are entered in the Accident Book B1 510 and implement the Company's accident reporting procedure.
- 12 To meet and liase with visitors and inspectors to the site and appoint a competent person to take charge during temporary absences and maintain a record of all site visitors.
- 13 To rectify as a matter of high priority all defects notified by the Safety Officer, Factory Inspector and Clients representatives.
- 14 To discuss with Safety Officers, site problems in matters relating to Health and Safety.
- 15 To co-operate with Statutory Authorities.
- 16 To set a good example of behaviour, with regard to health, hygiene and safety.

- 17 To maintain adequate site welfare facilities, shared or otherwise, as required by regulations.
- 18 To closely supervise young persons and new entrants, ensuring that adequate induction training is given. To comply with legislation which requires a specific assessment to be made in respect of persons under 18 years of age and further action if under compulsory school leaving age.

PLANT MANAGERS AND PLANT FOREMENS DUTIES

Foremens duties

- 1 To organise and co-ordinate plant operations to ensure compliance with Health and Safety legislation, Approved Codes of Practice and HSE Guidance Notes.
- 2 To ensure agreed systems of operation are enforced and operators are made aware of any changes or proposed changes to agreed systems of operation.
- 3 To ensure operatives are competent and hold documentary evidence of training achievement in regard to that competence.
- 4 To ensure that operatives are given information, instruction, training and proper supervision in order to ensure the safe operation of the plant they are operating.
- 5 To ensure that daily maintenance is carried out in accordance with manufacturers instructions by carrying out spot checks of operators maintenance.
- 6 To ensure that operators report all defects, injury and/or damage accidents.
- 7 To investigate plant accidents in order to establish causation and to enable preventative measures to be broadcast to other plant operators in the Company.
- 8 To ensure that operators are aware of the risks to their health caused by substances hazardous to health and the appropriate protective measures and equipment are provided.
- 9 To set, at all times, a good example of behaviour, with regard to health, hygiene and safety.
- 10 To rectify as a matter of high priority all defects notified by the Safety Officer, Factory Inspector and Clients representatives.
- 11 To ensure that site welfare facilities, shared or otherwise, comply with relevant statutory provisions.
- 12 To ensure all operators are provided with statutory registers, where required and that these are kept up-to-date, by carrying out spot checks.
- 13 To take disciplinary action against operators who consistently fail to comply with the Company's safety procedures and policy.

THE OPERATIVES DUTIES

- 1 To comply with the Company's Safety Policy and Risk Assessments.
- 2 Be aware of notices displayed in the workplace, offering information and advice.
- 3 To use correct tools, equipment, safety protection and clothing provided and not misuse.
- 4 To keep tools and equipment in good condition and report defects.
- 5 To report any accident, dangerous occurrence or dangerous condition to the Site Supervisor.
- 6 To take care of the safety of himself and others.
- 7 To avoid improvised arrangements and suggest safe ways of eliminating hazards.
- 8 Not to operate any plant or equipment unless authorised.
- 9 To refrain from travelling as a passenger on a vehicle not fitted with a passenger seat(s).
- 10 To observe all warning notices and instructions received relative to site and personal behaviour.
- 11 To ensure that guards are in position whilst plant and portable tools are in use.
- 12 To switch off and/or secure unattended plant and dismount from dumpers whilst loading is in progress.
- 13 To wear the appropriate clothing and footwear conducive to the work, and to use and take care of the issued PPE.
- 14 To report defective plant and vehicles to the Supervisor and do not use until repaired.
- 15 To inform their employer if they suffer from any allergy, health problem or are receiving medication likely to affect their work ability to do MANUAL HANDLING tasks.
- 16 Inform employers of previous training undertaken and provide such proof as necessary.

Special regulations for persons under 18 yrs of age

Legislation provides that where a young person (under 18 yrs) is employed then a specific risk assessment must be made by the employer before employing him or before a work placement starts.

Where this concerns a child (someone not over compulsory school age), in addition, this assessment must be communicated to a person having parental responsibility/rights for that child.

Where the young person is on a 'relevant' scheme (ie work placement) then the placement organisation must be involved in the assessment process.

Persons under 18 yrs of age are prohibited from operating the following equipment, unless attending approved training under the direction of a qualified and competent person:

- | | |
|-------------------------|---|
| 1 Woodworking machinery | 4 Acting as slinger/banksman in lifting operation |
| 2 Mobile plant | |
| 3 Lifting appliances | |

SUB-CONTRACTORS DUTIES

- 1 All Sub-Contractors will sign a declaration stating that they are conversant with the Health and Safety at Work act 1974, all relevant statutory provisions and Approved Codes of Practice that they will conduct their activities in accordance with the requirements of this Safety Policy.
- 2 The Special Regulations for persons under 18 yrs of age apply to all sub-contracting employees.
- 3 Sub-Contractors will are pre-contract meetings submit Assessments, Test Certificates and Method Statements to comply with Statutory Requirements. No article or substance will be brought onto site, unless it is correctly labelled and in approved containers or packages.
- 4 Before work commences on hazardous operations a Permit to Work procedure will be adopted.
- 5 Operations specified at pre-contract meeting, as requiring Method Statements, will not commence until such time as the statements have been approved.
- 6 The Main Contractor and his Supervisors has the duty and the responsibility to ensure that all sub-contracting employees comply and co-operate with all Regulations and Policies embodied in this Safety Policy and any amendments or appendices attached hereto.
- 7 Operators certificates of competence and test certificates for the various type of plant and equipment to be used will be presented to site management before operation commences.

CONTRACTOR DECLARATION

I hereby declare that I and my employees are fully conversant with the requirements of the Health and Safety at Work Act 1974 and all other Statutory Regulations and requirements and that we will conduct our operations and activities in accordance with the provisions therein, and all Codes of Practice, Assessments, Method Statements and the Company's Safety Policy and appendices attached

FIRM _____

SIGNED _____

POSITION IN FIRM _____

DATE _____

ACCIDENTS/DANGEROUS OCCURRENCE PROCEDURES

All persons who are injured are responsible for entering any accident received at work in the Accident Book BI 510 provided, or ensuring that such an accident is recorded on their behalf and reported to management.

In the case of a major accident of dangerous occurrence the Site Supervisor will telephone either the Safety Director or Managing Director, the Health and Safety Executive's office covering their area, and The Building Safety Group Ltd, Tel 01454-618444. Arrangements will be made, if necessary, for a Safety Officer to visit the scene of the accident to investigate circumstances and report.

The accident will be recorded by the Company and, if necessary, F2508 will be submitted to HSE within ten days.

Accident and Emergency Procedures

- 1 Enter all injuries in Accident Book BI 510
- 2 Notifiable injuries to be reported on F2508
- 3 Dangerous occurrences to be reported on F2508
- 4 Work related disease to be reported on F2508A
- 5 Safety Director/Manager to be advised of serious or notifiable accidents and occurrences
- 6 Safety Supervisors to be notified of serious or notifiable accidents and occurrences
- 7 Appointed First Aider to be available on site
- 8 First aid box to be maintained and available on site
- 9 Supply of mains or bottled water for irrigation of eyes
- 10 Adequate washing facility to be maintained - soap, towels and warm water
- 11 Supply of barrier cream to be available
- 12 Supply of PPE to be available
- 13 Means of heating water to be provided
- 14 Telephone numbers and details of emergency 999 services to be available
- 15 Correct address of site to be determined
- 16 Ambulance authority to be advised when more than 25 operatives work on site
- 17 Stretcher to be provided as per regulations
- 18 Arrangements to be made with any 'on site' casualty department
- 19 Adequate provision of appropriate fire extinguishers with designated trained personnel
- 20 A fire plan is required to be available with regard a) raising the alarm, 2) fighting the fire, and 3) evacuation of premises
- 21 Maintenance of designated means of escape in case of fire
- 22 Adequate storage of highly flammable liquids, materials, fuels and LP gases, complying with Regulations
- 23 Contingency Plans and associated equipment for dealing with accidents re emergency on site will be provided in accordance with the regulations and advice contained therein

EMERGENCY PROCEDURESITE ADDRESS _____

TEL NO _____

SITE AGENT _____

APPOINTED PERSONS (FIRST AID) _____

EMERGENCY SERVICES - 999

AMBULANCE "

FIRE BRIGADE (May be required if people are trapped)**POLICE (For fatal accident)****ST BLAISE HEAD OFFICE - 01935 83662**

HSE INSPECTOR _____

THE BUILDING SAFETY GROUP LTD - 01454 618444

SAFETY OFFICER _____

HOME TEL NO (include dialing code) _____

MOBILE TEL NO _____

MISCONDUCT - subject to disciplinary procedures

- 1 Evidence relating to deliberate or reckless violation of Regulations.
- 2 Symptoms of proscribed drugs and alcohol abuse.
- 3 Unauthorised driving of vehicles.
- 4 Unauthorised operation of plant and machinery.
- 5 Horseplay.
- 6 Removal of safety devices (eg guardrails, toe boards, machine guards etc).
- 7 Unauthorised removal of warning signs and notices.
- 8 Smoking or using naked lights in prohibited places.
- 9 Damaged or abuse of safety equipment.
- 10 Unauthorised repairs to electrical plant and equipment.
- 11 Abuse of welfare amenities.
- 12 Removal of materials and equipment from site without authority.
- 13 Uncontrolled/unauthorised throwing of materials from above (ie bombing).
- 14 Overloading plant and equipment and structures beyond safe limits.
- 15 Giving false information during enquiries or investigations of accidents and occurrences.
- 16 Failure to report defective equipment or hazardous situations and operations.
- 17 Failure to wear PPE issued in respect of head protection, COSHH, abrasive wheel and other regulations.

Before any disciplinary procedures are instigated, reference should be made to current employment legislation.

DECLARATION

_____ Ltd

EMPLOYEES

I hereby declare that I have received a copy, or read and understand the above mentioned Company's Safety Policy, and that I will observe the conditions and provisions contained therein.

Name _____

Signed _____

Date _____

No _____

PART III

ARRANGEMENTS

THESE APPENDICES CONTAIN A SUGGESTED FORMAT FOR VARIOUS ACTIVITIES WHICH HAVE A GENERAL APPLICATION. IT IS IMPORTANT THAT WHERE A RISK IS IDENTIFIED THEN A RISE ASSESSMENT SHOULD BE MADE WHICH RELATES TO THAT SPECIFIC TASK AND DEALS WITH THE PARTICULAR DEMANDS WHICH ARE IDENTIFIED AND TO THAT EXTENT, THEREFORE, THIS PART III DOES NOT REPLACE THE NEED FOR SPECIFIC RISK ASSESSMENTS.

CONTRACT ACTIVITY ENDORSEMENTS
TO THE COMPANY'S GENERAL SAFETY POLICY

CONTENTS

Appendix	A	Safe Access and Site Tidiness
"	B	Ladders and Stepladders
"	C	Scaffold and Trestle Platforms
"	D	Excavation and Earthworks
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"	F	Plant, Machinery, Electricity and Power Tools
"	G	Plumbers and Heating Engineers
"	H	Carpenters and Woodworking Machinery
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"	J	Confined Spaces Operations
"	K	Lifting Appliances and Equipment
"	L	Asbestos Stripping
"	M	Fire Precautions
"	N	Visual Display Screens
"	O	Office Safety
"	P	Fork Lift Truck Safety
"	Q	Site Safety - Clients and other persons
"	R	Working with Lead Paint
"	S	Storage & Use of Highly Flammable Liquids (HFL)
"	T	Storage & Use of Liquefied Petroleum Gases (LPG)

APPENDIX A

SAFE ACCESS AND SITE TIDINESS

- 1 Access will be provided to ensure that all personnel can reach their places of work safely.
- 2 Walkways will be kept free from obstruction, including stairs, ramps, roadways and path.
- 3 Edge protection will be provided where anyone can fall more than 2m.
- 4 Manholes, trenches and openings will be provided with covers or fenced off. Holes in floors will be securely covered with 'HOLE UNDER' marked thereon.
- 5 Material stacks and debris will be kept tidy in a safe position.
- 6 Rubbish and waste will be cleared and removed at regular intervals as necessary.
- 7 Nails in timber will be removed or hammered over.
- 8 Public access will be clearly defined and signposted.

APPENDIX B

LADDERS AND STEP LADDERS

- 1 Class 1 Industrial Heavy Duty or Class 2 Light Trade Ladders and Steps will be provided and be free from defect.
- 2 Ladders must be secured at the top at each stile by lashing or proper clamps. If not practicable they can be staked at the base, footed or weighted down.
- 3 Ladders must be pitched out near to 1:4 angle as possible.
- 4 Ladders must rise at least 1.05m above a place of landing or secured alongside an upright hand hold.
- 5 Ladders and steps should be free from obstruction at the base area.
- 6 Ladders should be pitched plumb, either with a levelling device or a prepared base.
- 7 One person at a time only should be allowed on a ladder.
- 8 Heavy materials or tools will not be carried, either ascending or descending ladders.
- 9 Ladders should be used only for access or light work of short duration.
- 10 Ladders must be pitched with the reinforcement either under the rungs or facing the building.
- 11 Overhead cables will be identified and rendered safe, when using metal ladders.

APPENDIX C

SCAFFOLDS AND TRESTLE PLATFORMS

- 1 Scaffolding and mobile towers will be erected to BS5973 standards and manufacturers instruction before use.
- 2 Scaffolding and mobile towers will be inspected, by a competent person, before use.
- 3 Bay width and loading tables will be strictly adhered to.
- 4 Scaffold incomplete notices will be displayed as required.
- 5 Access ladders will be secured to prevent unauthorised use after working hours.
- 6 Sheeted scaffolds will comply with the amended standards to BS5973 with regard to tying in.
- 7 Scaffolds will be secured against bad weather conditions and short boards secured down.
- 8 Guard rails, toe boards will be maintained in good order.
- 9 Entries in a register for all platforms over 2m high.
- 10 Inspections will be carried out by a competent person.
- 11 Scaffold components will be inspected to ensure good condition.
- 12 Sole boards, not less than 1000 sq cm, will be fitted under base plates, other than on concrete or steel surfaces.
- 13 Design drawings must be available for special scaffolds.
- 14 Mobile towers will be moved from the base.
- 15 No persons permitted to remain on platforms during the moving and repositioning of the tower.
- 16 For mobile towers, the height to base ratio must not exceed manufacturers instructions or 3½:1 inside buildings or 3:1 outside buildings.
- 17 For static towers the height of base ratio should be 4:1 inside buildings and 3½:1 outside buildings.

APPENDIX D

EXCAVATIONS AND EARTHWORKS

- 1 Excavations where necessary to prevent danger to any person will be properly supported to prevent collapse.
- 2 Battered to the angle of repose.
- 3 Spoil heaps should be kept low, 1½ m away from excavation, and battered to the angle of repose.
- 4 HSE Guidance Notes are available to ensure proper methods are complied with.
- 5 Excavations will be inspected, before use, also after any event likely to have affected its strength or stability and after any accidental fall of materials, by a competent person, with entries being made in a register each week.
- 6 Barriers will be fixed to prevent falls in the excavation and stop blocks used to prevent vehicles approaching too close.
- 7 Tests will be carried out on land fill sites for gases and other contaminants.
- 8 Safety helmets will be worn in and near excavations.
- 9 Construction (Lifting Appliance) Regulations will apply to excavators being used as cranes.
- 10 Ladders will be available to provide access and egress. Such ladders to be secured to prevent slip or fall and inside the supported area of the excavation.
- 11 Training on the use of laser devices will be given beforehand.
- 12 If considered necessary, a 'Method Statement' will be issued.

APPENDIX E

ROOFING

- 1 Crawling ladders, boards or staging, will be provided for roofs more than 30° pitch to ensure a safe foot and hand hold if necessary.
- 2 Edge protection will be fixed where falls of more than 2m can occur.
- 3 Fragile roofing, ie cement asbestos and roof lights will be barriered off or covered over and warning notices fixed.
- 4 Staging will be provided in advance of the working edge, during sheeting operations.
- 5 Precautions will be taken to prevent materials falling on people below, either by providing fencing, barriers, fans or prohibiting entry.
- 6 Access will be provided by secure ladders and if necessary access towers and hoist towers for materials.
- 7 Tar boilers will be sited safely with LPG gas cylinders at least 3m away.
- 8 Fire extinguishers will be available to hand where tar boilers or hot work takes place.
- 9 Portable tools will run off 110 volt supply systems, or where necessary special 240 volt supplies, conforming to Electricity Regulations.
- 10 Precautions will be taken during inclement weather and high winds, to prevent materials falling from roofs.

APPENDIX F

PLANT, MACHINERY, ELECTRICITY AND POWER TOOLS

- 1 Plant and machinery, provided or hired will be appropriate to intended purpose, checked before use, will be in good condition, and serviced regularly.
- 2 Guards covering moving parts will be maintained at all times where practicable.
- 3 Hand tools will be kept sharp, where necessary, and in good serviceable condition.
- 4 Power tools will be inspected before use and maintained at regular intervals.
- 5 Where necessary training will be given and certificates issued, particularly in respect of cartridge and abrasive tools.
- 6 Electrical equipment will, where possible, be run off the 110 volt transformer circuit. Any 240 volts circuits will be protected by Residual Current Circuit Breakers.
- 7 Electrical regulations will be complied with particular regard to weather conditions and mechanical damage.
- 8 Electrical equipment on site should be tested at 3 monthly intervals.
- 9 Electrical equipment in workshops should be tested at 6 monthly intervals.
- 10 Electrical equipment in offices should be tested at 12 monthly intervals.
- 11 Records to be kept of all tests and inspections.
- 12 PPE will be supplied and worn (ie helmets, gloves, goggles, masks, aprons, boots etc).

APPENDIX G

PLUMBING AND HEATING ENGINEERS

- 1 Health and Welfare regulations will be complied with, especially in respect of welding fumes and washing facilities.
- 2 LPG cylinders and blow torches will be kept in good condition and when in use a fire extinguisher will be made available, at the place of work.
- 3 Descaling fluids and other hazardous substances will be subject to the COSHH regulations and assessments to hand.
- 4 Asbestos removal from old systems will be subject to the Asbestos Regulations. Written assessment will be made and instructions provided.
- 5 Threading machines will be properly fitted with pipe guards and equipment property maintained.
- 6 Welding equipment will be maintained and cylinders confined to a cradle, cylinder stand or tied upright to prevent falls and damage to the valve groups.
- 7 Rubber tubing will be securely attached to equipment, inspected regularly and, if necessary, renewed.

PERMITS TO WORK SHOULD ALWAYS BE CONSIDERED AND WHERE DEEMED ADVISABLE OR RECOMMENDED AN APPROPRIATE SYSTEM INSTIGATED.

APPENDIX H

CARPENTERS AND WOODWORKING MACHINES

- 1 Work in public places will be conducted safely and protective measures taken to ensure that members of the public are not exposed to undue hazards.
- 2 Machinery, where possible, should be guarded as laid down in Woodworking Regulations.
- 3 Machinery should not be used unless operatives are competent and have been properly instructed and trained.
- 4 Floor and working areas should be kept clear of debris and accumulation of flammable materials.
- 5 Trestles, steps, ladders etc may be used to gain access to higher levels but a safe working platform must be provided.
- 6 Tools and equipment, where necessary, should be kept sharp and in good condition.
- 7 Defective equipment should not be used and should be reported to supervisors to enable maintenance to be carried out immediately.
- 8 PPE (ie dust masks, eye protection - to approved standards) will be supplied and must be worn.
- 9 All injuries and accidents must be reported and entered in the Accident Book BI 150.

APPENDIX I

HEALTH, WELFARE, FIRST AID, COSHH, NOISE AND EMERGENCY

- 1 Welfare amenities will be provided or shared in compliance with sanitary and washing regulations.
- 2 Mess huts or suitable places for eating and drinking away from the working area, will be provided or designated.
- 3 Drying areas will be provided for wet clothing.
- 4 Storage areas will be provided for tools, materials and flammable substances.
- 5 First aid equipment, accident book and suitably qualified person will be available on site, with a supply of clean water.
- 6 Assessments for hazardous materials, under the COSHH Regulations, will be available for instruction and information. No hazardous substances will be allowed on site unless in correctly labelled packaging, data sheet provided and appropriate COSHH assessment carried out. Compliance with assessments will be regularly monitored and reviewed as necessary.
- 7 Supplies of PPE will be provided as required.
- 8 Environmental conditions will be constantly assessed, particularly in respect of confined spaces and land fill sites.
- 9 Noise assessments will be written up where necessary and compliance with regulations enforced.
- 10 Method statements for unusual operations will be drawn up and available.
- 11 Details of nearest emergency services and telephone numbers will be available along with appropriate fire extinguishers.
- 12 Emergency procedures/evacuations will be contained in contingency plans which must be made available and complied with on site.
- 13 Symptoms of drug and alcoholic abuse will be reported.

APPENDIX J

CONFINED SPACES OPERATIONS

- 1 Constant and competent supervision will be on site and advice from a Safety Officer available with HSE guidance notes.
- 2 An assessment of the work will be made.
- 3 If necessary Permits to Work will be obtained and signed.
- 4 If necessary Method Statements will be available on site.
- 5 Appropriate protective clothing and Safety Equipment will be provided and available according to need.
- 6 Trained personnel will be used in connection with the Safety Equipment and will not work alone.
- 7 Warning Notices and Lock Off devices will be checked.
- 8 Weather conditions, if relevant, will be considered and if necessary forecasting for the surrounding district arranged during operations.
- 9 Life supporting atmospheres will be constantly monitored and means of ventilation will be arranged to ensure the quality of Respirable Air.
- 10 Where adequate quality of air cannot be guaranteed, breathing apparatus will be used by trained operatives only.
- 11 Emergency procedures will be determined and maintained with a 'Top Man' maintaining contact at all times.
- 12 An appointed Person with First Aid equipment will be on site to ensure personnel are fit to undertake the work.
- 13 Adequate Decontamination and washing facilities will be available, according to need.

APPENDIX K

LIFTING APPLIANCES AND EQUIPMENT

- 1 All lifting operations to be supervised by a competent person.
- 2 Lifting appliances will only be operated by competent, certificated and authorised personnel.
- 3 Appropriate Certificates of Test in respect of all Lifting Appliances and Lifting Equipment must be available for inspection before use.
- 4 Structures and ground surfaces from which Lifting Appliances will operate will be adequately constructed and prepared to ensure, as far as practicable the stability of the appliance during use and monitored accordingly.
- 5 Trained and authorised competent Slings/Banksmen only will be permitted to carry out Slinging and Banksmen duties.
- 6 Practical steps will be taken to prevent falling and spillage of materials.
- 7 Where necessary barriers and fencing will be erected to protect operatives and members of the public during Lifting Operations.
- 8 Safe working loads of appliance or equipment must not be exceeded.
- 9 A competent person will be responsible to carry out inspections, test and examinations and compilation of records as necessary.
- 10 Sites will be checked for proximity hazards, overhead cables, soft ground etc, before use of any lifting appliances and necessary precautions taken in respect of signs, barriers etc.
- 11 Where necessary a Method Statement will be prepared before any Lifting Operations is commenced.

APPENDIX L

ASBESTOS STRIPPING

- 1 Licensed person or contractors will be engaged for removal and stripping work where the work involves cutting, abrasion and breaking of the materials.
- 2 An assessment will be made, in writing, to enable correct protective measures to be taken.
- 3 A sample will be analysed, except in cases of small scale work, handling, other than cutting away.
- 4 The enforcing authority (HSE) shall be notified at least 28 days before commencement of work.
- 5 Adequate information, instructions and training, shall be give to employees involved (see Code of Practice).
- 6 Prevention of exposure or the reduction of exposure measures will be implemented by technical measures, reduction of dust, minimising breakage and fragmentation, by dust suppression/wetting and by clean 'housekeeping'.
- 7 Where considered practical, special products ensuring a) much enhanced penetration (other than water) will be used or b) those penetrating and solidifying within the asbestos will be used.
- 8 PPE, approved by the HSE, for the work, will be supplied, used and maintained.
- 9 Progress of the work will be monitored at regular intervals.
- 10 Control measures for PPE and clothing, after use, will be enforced along with maintenance of engineering controls etc.
- 11 Maintenance procedures with respect to cleaning, washing and changing facilities will be enforced to prevent transfer of dust.
- 12 Escape of dust will be prevented and the decontamination of plant will be carried out.
- 13 Premises will be left clean and washed/wiped down and air tested and certificated, before hand over to client or contractor.
- 14 The area of work will be designated and warning signs posted.
- 15 Air monitoring will be arranged to check on effectiveness of controls, exposure of employees and when work is complete (see Code of Practice).

- 16 A record of employees involved will be kept (see Code of Practice for details of medical surveillance). This record to be maintained for 40 years.
- 17 Adequate washing facilities will be provided and if considered necessary a decontamination facility set up.
- 18 Double plastic sacks, suitable labelled will be available for small waste, then tied and sealed. Large pieces will not be cut, but wrapped in plastic sheeting and placed in a totally sealed container or sealed skip.
- 19 Asbestos disposal sacks/bags shall only be used for asbestos.
- 20 Regulations concerning asbestos waste disposal, transportation and labelling will be applied.
- 21 Exposure limits measured in fibres per millilitre of air over a period of time will be applied.

APPENDIX M

FIRE PRECAUTIONS

- 1 An assessment of the fire risks within the premises/site will be made and if required written and issued.
- 2 Supervisors will be designated to act under site Code of Practice or Places of Work Regulations.
- 3 An emergency plan will be prepared and displayed to indicate
 - a) Means of escape
 - b) Action to be taken
 - c) Evacuation procedure
 - d) Method of calling the Fire Brigade
 - e) Method of raising the alarm
- 4 There will be, if necessary
 - a) Permits to carry out hot work
 - b) Fire Brigade access
 - c) Appropriate means of fire fighting
 - d) Adequate training and fire drills
 - e) Records will be kept
- 5 Checks will be made to ensure safe disposal of refuse, adequate storage for flammable materials, eg LPG HF liquids.
- 6 There will be an adequate allocation of Fire Fighting Equipment to cover working areas, plant and special risks.
- 7 All relevant legislation and Codes of Practice including the Fire Precautions (Workplace) Regulations 1997 must be complied with.

APPENDIX N

VISUAL DISPLAY SCREENS

- 1 Work stations must have adequate lighting.
- 2 There must be no glare or distracting reflections.
- 3 Distracting noise to be kept to a minimum.
- 4 There must be adequate leg room.
- 5 Adequate space to be maintained in the work station, to allow postural changes.
- 6 Adequate shading of windows to be provided.
- 7 Equipment provided must be appropriate to the task.
- 8 Screen to have stable image, adjustable and readable.
- 9 Keyboard to be useable, adjustable and legible.
- 10 Work surfaces must allow for flexible arrangements.
- 11 Work chair to be adjustable to cater for individual needs.
- 12 Footrest to be provided.
- 13 Used to take frequent short breaks away from the screen area.
- 14 Eye sight test to be provided at request of user and to be carried out by competent person.
- 15 Damaged or faulty equipment will be immediately taken out of use and details reported to management.

APPENDIX O

OFFICE SAFETY

- 1 Offices will be kept clean and tidy with the floors and floor coverings kept in good condition. Damaged floor covering to reported to management.
- 2 Trailing leads for telephones, computers etc will be kept to the minimum and covered to prevent tripping hazards.
- 3 Waste paper and other combustible wastes will not be allowed to accumulate and present a fire risk.
- 4 Electrical equipment will be inspected at twelve monthly intervals by a competent electrician. No unauthorised person will install, repair or tamper with electrical equipment. Inspections to be recorded.
- 5 DAMAGED OR FAULTY ELECTRICAL EQUIPMENT WILL BE IMMEDIATELY TAKEN OUT OF USE AND REPORTED TO MANAGEMENT.
- 6 All fire points will be kept clear of obstructions and fire extinguishers will be inspected and tested every twelve months (*fire extinguishers are not door stops and will not be used as such*).
- 7 Smoking will only be permitted in designated areas and these areas will be inspected at the end of each day, to ensure that all cigarettes are properly extinguished.
- 8 Fire drills will be held at regular intervals and all personnel will participate in these drills.
- 9 Fire doors will not be wedged open and all fire exits will be kept clear of obstructions.
- 10 Staff will be trained in the use of the fire fighting equipment in their department.
- 11 Details of the fire and emergency plan will be posted at all fire points.
- 12 All injuries will be reported, treated by the First Aider and entered in the accident book. The First Aid Appointed Person is _____.
- 13 Heavy items of office equipment (ie reams of paper, boxes of photocopying toner, typewriters etc) will not be stored at ground level, but placed on shelving set at waist height to avoid handling injuries.

APPENDIX P

FORK LIFT TRUCK SAFETY

- 1 Basic Fork Lift Categories
 - a) Rough terrain counter balance lift truck
 - b) Industrial counter balance lift truck
 - c) Industrial reach lift truck
 - d) Telescopic materials handlers
- 2 No person may operate a fork lift truck unless they are over 18 years old, are trained in the operation of that category of lift truck and have been authorised by the plant manager or foreman in writing to operate that category of lift truck.
- 3 Only authorised operators will be issued with keys. Keys will be removed and machines immobilised when unattended.
- 4 Under no circumstances will lift trucks be operated by unauthorised persons.
- 5 Attention must be given to terrain, load requirements, reach etc, when selecting lift trucks for use.
- 6 All overhead obstructions including power cables will be identified, clearly marked and where necessary fenced or shrouded.
- 7 Operators will be provided with information in regard to the lift trucks capabilities and will ensure limits are not exceeded.
- 8 Loading will only be permitted onto structures or vehicles designed to accept such loads.
- 9 Access to all loading/off-loading points will be level, suitable and clear of obstructions.
- 10 Noise assessments will be made before lift trucks are taken into service with information of protective equipment issued to operators where necessary.
- 11 During refueling and maintenance, operatives will wear PPE as specified in the company COSHH assessment manual.
- 12 Operators are responsible for daily maintenance, reporting defects and accidents to the manager of foreman.

APPENDIX Q

SITE SAFETY - CLIENTS AND OTHER PERSONS

- 1 Building works on site represent the main circumstances where strict controls are necessary to ensure the Health and Safety of all those affected, which includes Clients, Client's employees, members of the public in addition to Contractor's employees, with particular attention to the old, infirm, handicapped and children.
- 2 Irrespective of how small the proposed works are the Health and Safety legislation MUST be complied with.
- 3 Where building works are carried out in conjunction with continuing activity, business or otherwise of the Client, then careful consideration should be given to the phasing of the works.

The aim should be to separate, as completely as possible, the building work to that of the Clients activity.

The need for Clients and Client's staff to enter areas where building work is being carried out and vice versa should be minimised and in any case must be strictly controlled with permission from site management.

If Client's premises can be completely closed during any building works then this should be recommended.

- 4 Assessments of hazard and risk in respect of any work activity that may affect any person will be carried out and appropriate action will be taken and any control measures will be monitored by Management. Re-assessment will take place as necessary.
- 5 Effective protection controls in the work area, such as fans, barriers, warning notices etc, will be in place at all times and inspected regularly.
- 6 Information, communication and control measures are essential matters, which need to be discussed with Clients at regular meetings.
- 7 Care in detailing design and inspection of work should be applied to minimise any Health and Safety Risk.

Such matters as tripping hazards, holes in floor, storage of materials, tools etc must be carefully inspected and hazards corrected.
- 8 Potentially dangerous operations, such as asbestos stripping, cutting, welding, operatives working overhead etc should be identified early and satisfactory precautions arranged prior to work being carried out.

- 9 Any problems, hazards, risk or unsafe matters identified should immediately be brought to the attention of the Site Managers for necessary action.
- 10 All accidents, injuries and incidents will be reported to Site Management, recorded as necessary and appropriate acting being taken.

In the event of an accident, accident to Client's personnel or member of the public, the Safety Officer will be informed and carry out an investigation and report, if necessary.

Any Fire Plan provided by the Client, in respect of his premises, will be communicated to the Contractor to ensure it is understood and not compromised by any building operations. This matter must be taken into consideration for the Contingency Fire Plan.

APPENDIX R

WORKING WITH LEAD PAINT

- 1 Lead is found in old paint work and is dangerous when heat or dry abrasive methods are used for paint stripping, as the lead in the fumes, and dust are absorbed into the body of those exposed and can result in lead poisoning.
- 2 The nature and degree of exposure to lead will be assessed before the stripping of old paint work commences.
- 3 All those engaged in working with lead will receive training, information and instructions as to the hazards of working with lead.
- 4 Where lead is known to be in paint work, requiring stripping, the method used to strip the paint should be such as to prevent dust or fumes being generated. (COSHH assessments will be required for chemical stripping).
- 5 If hot work or abrasive methods are used for stripping paint, then the lead in air levels must be monitored and appropriate PPE issued and used.
- 6 Where exposure to lead is unavoidable then the Control of Lead Regulations 1980 apply and the Approved Code of Practice should be complied with.

APPENDIX S

STORAGE AND USE OF HIGHLY FLAMMABLE LIQUIDS (HFL)

- 1 Containers of all HFLs will be properly identified and marked with fire hazard warning signs.
- 2 Quantities of HFLs, less than 50 litres, may be stored properly marked, lockable metal bins and kept locked when not in use.
- 3 Bulk storage (more than 50 litres) of HFLs should be securely locked cage or well ventilated, secure building, apart from other buildings and clearly marked with signs (**HIGHLY FLAMMABLE LIQUIDS**) (**NO SMOKING**), displayed and suitable fire extinguishers provided.
- 4 Where HFLs are used inside buildings, no naked flames, spark producing tools or smoking shall be permitted under any circumstances and suitable fire extinguishers will be provided.

For further storage details see The Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972, and HSE Guidance Notes CS2 and EH9.
- 5 HFL fumes and vapours must be dispersed by adequate ventilation. A flameproof motor must be used if mechanical ventilation is required to disperse fumes and vapours.
- 6 Manufacturers, suppliers and COSHH information must always be followed when using HFLs.
- 7 Warning notices and barriers should be used to prevent unauthorised entry into buildings or areas where HFLs are being used.

APPENDIX T

STORAGE AND USE OF LIQUIFIED PETROLEUM GASES (LPG)

- 1 Liquid Petroleum Gases (BUTANE, PROPANE) are highly flammable gases that are heavier than air and when mixed with air form highly explosive mixtures. It is, therefore, essential they are stored and used with great care.
- 2 LPG cylinders must not be stored in buildings or shipping containers but in a compound or cage at least 4m from any building or other structures or sources of ignition. Signs must be displayed indicating the presence of LPG and prohibiting smoking. For further storage details see The Highly Flammable Liquids and Liquified Petroleum Gases Regulations 1972, HSE Guidance Notes CS6.
- 3 LPG cylinders must always be used and stored upright and when stored they will always be segregated from oxygen cylinders, with used LPG cylinders kept separate from full LPG cylinders.
- 4 After use, all LPG cylinders will be returned to the store.
- 5 When being transported cylinders must be kept upright and secured. Vehicles must display warning notices, be equipped with fire extinguishers and the driver trained in emergency procedures.
- 6 Hoses and connections between LPG cylinders and any tool or appliance will be inspected before use for leakage and comply with current safety standards.
- 7 Under no circumstance will heat be applied to any LPG cylinder.
- 8 When not in use the gas must be turned off at the cylinder valve.
- 9 Where there is evidence of an LPG leakage the following action will be taken
 - a) Turn off the gas at the cylinder valve
 - b) Open all doors and windows
 - c) Leave the area
 - d) Inform the Site Supervisor/Manger/Foreman
 - e) **DO NOT TOUCH ELECTRICAL SWITCHES OR TELEPHONES**
- 10 In the event of a cylinder catching fire **DO NOT** attempt to fight the fire

EVACUATE THE AREA

CALL THE FIRE BRIGADE

SECTION NINE

COMPANY SAFETY ASSESSMENT

1.	<i>Safety Policy</i>	Attached
2.	<i>Name of Director responsible for Health & Safety</i>	Ian Constantinides
3.	<i>Name of Head Office contact</i>	As above
4.	<i>Notifiable incidents over the past 3 years</i> a) <i>Fatalities</i> b) <i>Major injuries</i> c) <i>Minor injuries (not reportable)</i> c) <i>3 Day (reportable)</i>	None None 2 5
5.	<i>Safety Training</i> a) <i>Supervisors</i>	CITB 5 Day Site Management Safety Training Scheme 4 Day First Aid Qualifier Basic Health & Safety Certificate
	b) <i>Operatives</i>	4 Day First Aid Qualifier Toolbox Talks Site Induction Safety Training Hand Held Power Tool Training Abrasive Wheel Training 1 Day Health & Safety Awareness Course Plant Operator Safety Awareness Course Telescopic Forklift Training
6.	<i>Other Resources</i>	SRM resources
7.	<i>Safety Plan</i> a) <i>Tender Stage</i> b) <i>Input at site level</i>	Site CDM Plan Risk Assessment - COSHH
8.	<i>Safety File</i> <i>Requirements on site</i>	On site As safety policy
9.	<i>Risk Assessment</i> a) <i>Preparation</i> b) <i>Training</i> c) <i>Information to others</i>	By St Blaise By St Blaise By St Blaise
10.	<i>Site Rules</i>	As Safety Manual and amended for site specific
11.	<i>Safety Consultants</i>	The Building Safety Group 3 Gloucester Road Almondsbury Bristol BS12 4BJ
12.	<i>Frequency of site inspections</i>	Every 2 weeks, unless otherwise instructed



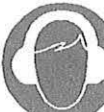




SECTION TEN

P.P.E. Assessment Record 013 Operations involving goods hoist

Project: **British Museum- Great Court Project**

Company: **ST. BLAISE LTD**

Package: No. 3225

							RESTRAINT HARNESS WHEN OPENING GATES
HEAD	EYE	HEARING	FOOT	HAND/ARM	WELDING	RESP.	OTHER
✓			✓				✓

Make / Type / Model of PPE:
All PPE is to conform to the relevant BSI standards.

Is training in use of P.P.E. required?

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

No	<input checked="" type="checkbox"/>
----	-------------------------------------

Operation, Process or Activity

Opening gates in scaffolding to retrieve goods after hoisting.

Location

On safe working platform/scaffold

Nature of Risk:

Falls to operatives, debris falling to ground

Length of Exposure to Risk:
N/A

Other Control Measures Implemented:

Risk assessment (RA ?????)

Issued by: **M. Bushell- St. Blaise**

Date: 05/08/98

Received by:

Date:








PPE Inspection/ Maintenance Arrangements:
Daily checks on use and condition of all PPE on site by site agent.

P.P.E. Assessment Record 004: Working with polyester resins

Project: **British Museum- Great Court Project**

Company: **ST. BLAISE LTD**

Package No: **3225**

							GLOVES
HEAD	EYE	HEARING	FOOT	HAND/ARM	WELDING	RESP.	OTHER
✓	✓		✓			✓	✓

Make / Type / Model of PPE:
All PPE is to conform to current BSI standards

Is training in use of P.P.E. required?

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

No	<input type="checkbox"/>
----	--------------------------

Operation, Process or Activity

WORKING WITH POLYESTER RESINS

Location

On safe working platform / scaffold

Nature of Risk

Skin irritation, inhalation, ingestion, eye contact.

Length of Exposure to Risk

N/A

Other Control Measures Implemented

COSHH Assessment CAQ 004/CAR 003. Risk Assessment RA004

Issued by: **M. Bushell- St. Blaise**

Date: **28/05/98**

Received by:

Designation:

PPE Inspection/ Maintenance Arrangements:

Daily checks on use and condition of all PPE on site by site agent.

SECTION ELEVEN

COSHH ASSESSMENT SUMMARY

Ref: CAS224

The following general assessment should be used as a broad guide only. Actual work practices must be reviewed.

Date: Oct 98

Assessed by
IST

Material or Process

Ethyl Methacrylate Co-Polymer

Trade Names

Paraloid B72 / Acraloid B72

Risk to Health

Hazardous Contents:

Route of Exposure Skin Eyes Breathing in Cuts etc. Swallowing

Degree of Risk LOW

Maximum Exposure/Limit/Occupation Exposure Standard: None required if airborne concentrations are maintained below the exposure limit. See attached sheets for limits.

Approved Uses

Consolidation of wall paintings, ground and pigment on oil paintings, fragile wood in veneered furniture, polychrome sculpture, consolidate plaster on ceilings, fixative for chalk, pencil, charcoal marks as an adhesive for glass, ceramics, to fix identify markings on historical artifacts.

Handling Precautions

1. **Work Methods** Apply using a fine syringe.

2. **Controls** Avoid spillage and contact with ignition sources. Avoid contact with eyes, skin and use in well ventilated areas. Otherwise use RPE. Do not smoke. Never use electrical mixer.

3. **Protective Equipment** Type to be worn

Goggles/Visor ANSI 287.1 or equivalentGloves Cotton or canvasCoveralls Respirator/Mask Other

COSHH ASSESSMENT

Estimate of Risk to Health

Risk to Health adequately controlled if above precautions are in force Risk to Health requires above precautions and further action detailed overleaf METHOD STATEMENT
RISK ASSESSMENT REF No:.....
REF No:.....

COSHH action required

- 1. Handling Precautions described overleaf in place?
- 2. Maintenance of controls _____
- 3. Monitoring of Exposures _____
- 4. Information to staff
- 5. Written instructions issued
- 6. Training required?
- 7. Health Surveillance?
- 8. Other controls?

Further Information

The following information is provided to assist in the safe handling, use and disposal of the materials described overleaf.

FIRST AID/HYGENE ARRANGEMENTS

Eye wash, running water, detergent.

FIRE PRECAUTIONS

Avoid all source of ignition.

STORAGE

Recommended storage temperature.
MIN: 18°C
MAX: 49°C
Store in area with automatic sprinklers.

TRANSPORT

Label not regulated.

SPILLAGE

Appropriate PPE to be worn.

WASTE DISPOSAL

Incinerate at recognised facility.

FOR FURTHER INFORMATION CONTACT:

Conservation Resources: 01865 747755
Ian Constantinides: 01935 83662


Note: The general assessment and other information have been prepared from manufacturers' and suppliers' data. Safety in the use of any material is the responsibility of the users, and the information herein provided should only be used as a general guide.

In the case of any emergency concerning the above material, product or process, provide this sheet to the relevant emergency service/hospital.

METHOD STATEMENT REF No:.....
RISK ASSESSMENT REF No:.....


SECTION TWELVE

RISK ASSESSMENT

WORK ACTIVITY: WORKING IN CONFINED SPACES		SUBMITTED BY: ST. BLAISE LTD		
Date: 25/02/99	DEGREE OF RISK: H <input checked="" type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/>	ASSESSED BY: AJT	RA REF No RAS013	CROSS REF: M. STATE <input type="checkbox"/> COSHH <input type="checkbox"/>

METHOD	Cutting out and fixing of materials. Application of materials / preservatives.
HAZARDS	Inadequate lighting - lack of working space ventilation, dust, fumes.
RISKS	Injury - muscle strain, falls. Asphyxiation - injury to respiratory track
POPULATION EXPOSED	Operative primarily
CONTROLS STATUTORY	CDM - COSHH - PPE - Electrical checks.
CONTROLS IN-HOUSE	Dust - PPE and extract equipment. Ventilation - Local checks before entering control of production of dust. Fumes - Provision of appropriate ventilation - use of breathing apparatus.
CONSULTATION	Induction discussion and method of working agreed before work starts.
DOCUMENTATION	Method statement for particular activity COSHH sheets.
IMPLEMENTATION	Supervision to check at commencement that above arrangements are in force.
INFORMATION INSTRUCTION	New employees - induction on company policy and procedures and for safe working before being permitted to work. Personal protection against dust/fumes. Briefing on risks of working in confined spaces. Determination of safe exit route.
TRAINING	Use of breathing apparatus where required.
PPE	Hard Hat - RPE - Gloves - Overalls - Eye Protection
MONITORING	Constant supervision to re-check arrangements during progress of job and to monitor air quality.
SYSTEMS REVIEW	Review of method statements to ensure applicability to particular activity/site.

RISK ASSESSMENT

WORK ACTIVITY: <p style="text-align: center;">LIME MORTAR - REPAIR FROM HIGH LEVEL SCAFFOLDING</p>		SUBMITTED BY: <p style="text-align: center;">ST. BLAISE LTD</p>												
Date:	DEGREE OF RISK:	ASSESSED BY:	RA REF No	CROSS REF:										
25/02/99	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">H</td> <td style="width: 50%; text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>M</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>L</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	H	<input checked="" type="checkbox"/>	M	<input type="checkbox"/>	L	<input type="checkbox"/>	AJT	RAS004	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">M. STATE</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>COSHH</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	M. STATE	<input type="checkbox"/>	COSHH	<input type="checkbox"/>
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M. STATE	<input type="checkbox"/>													
COSHH	<input type="checkbox"/>													

METHOD	Cutting out by hand decayed stone, stabilising, reinforcing and replacing with lime mortar.
HAZARDS	Site activity and site conditions. Falls of persons, tools and material, hoisting materials. (Lime Mortar) Eyes and skin injury.
RISKS	Injury from falling. Eye and skin injury or contamination from lime mortar and cutting out. Injury gaining access.
POPULATION EXPOSED	Operative primarily. Third parties working below operative. Public if unsheeted scaffold in public area.
CONTROLS STATUTORY	Scaffold / working platforms / ladders and other aspects of safe access. Scaffold and lifting equipment inspections, F91, COSHH.
CONTROLS IN-HOUSE	Contamination - PPE. Eyes - Safety glasses or goggles. Hands - Gloves.
CONSULTATION	Site induction by site manager. During erection and dismantling access to area to be restricted - will require action by client/occupier/main contractor.
DOCUMENTATION	Method statement may be required if in public area or very difficult access.
IMPLEMENTATION	Supervisor to check at commencement that above arrangements in force.
INFORMATION INSTRUCTION	New employees - induction on safety policy and procedures prior to commencement on site. Toolbox Talks.
TRAINING	Site and scaffold safety awareness. Use of lime mortar and COSHH
PPE	Gloves and eye protection.
MONITORING	Site manager to check on daily basis giving particular attention to positioning of inner boarding in working areas. And fortnightly inspections by The Building Safety Group.
SYSTEMS REVIEW	Periodically review. (High risk is dependent on scaffold - height/design/access.