



**Infinite Property Solutions.**

**HEALTH AND SAFETY POLICY**

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**Infinite Property Solutions.**

## HEALTH AND SAFETY POLICY

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## INFINITE PROPERTY SOLUTIONS..

### HEALTH AND SAFETY POLICY

#### 1. SAFETY STANDARDS

- 1.0 *The health and safety standard to which projects will be carried out.*
- 1.1 It is the Company's intention that its work will be completed in accordance with the relevant statutory provisions and all reasonably practical measures taken to avoid risk to its employees or others who may be affected.
- 1.2 Management and Supervisory Staff have the responsibility for implementing this Policy throughout the Company and must ensure that Health and Safety considerations are always given priority in planning day-to-day supervision of work.
- 1.3 All employees are expected to co-operate with the Company in carrying out this Policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.
- 1.4 Director **Mr Thomas Imrie** has particular responsibility for Health Safety and Welfare and to whom reference should be made in the event of any difficulty arising in the implementation of this policy.
- 1.5 The operation of this policy will be monitored by the Management and Staff of the Company.
- 1.6 This **STATEMENT of COMPANY POLICY** will be displayed prominently at all workplaces.
- 1.7 The organisation and arrangements for implementing the Policy will also be available at the Office for reference by any employee as required.

## **2. SAFETY MANAGEMENT**

2.0 *The management structure and responsibilities of the various members of the company whether based on site or elsewhere.*

### **2.1 PARTNERS/DIRECTORS**

1. Prepare and keep up to date a Statement of the Company's Policy for Health and Safety and ensure that this is brought to the notice of all employees.
2. Prepare instructions for the organisation and methods of carrying out the Company Policy, to make each person aware of their responsibilities and the means by which they can carry them out.
3. Know the appropriate statutory requirements effecting the Company's Operations.
4. Ensure that appropriate training is given to all staff as necessary.
5. Insist that good working practices are observed as laid down by Codes of Practice and that work is planned and carried out in accordance with the statutory provisions.
6. Reprimand any member of Staff failing to discharge satisfactorily their responsibilities for Health and Safety.
7. Set a personal example when visiting sites by wearing appropriate protective clothing etc.
8. Arrange for regular meetings with contract management to discuss Company accident prevention, performance, training, possible improvements etc.
9. Ensure the provisions of the Construction (Design and Management) (CDM) Regulations 2007 and the Construction (Health, Safety and Welfare) Regulations 1996, the Health and Safety (Miscellaneous Amendments) Regulations 2002, and the Work at Height Regulations 2005 and Managing Health and Safety in Construction (Approved Code of Practice) 2002 are understood and carried out.

### **2.2 CONTRACTS MANAGEMENT**

1. Understand the Company Policy for Health and Safety and ensure that it is readily available on each site. Plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.

#### **2. DETERMINE AT PLANNING STAGE**

- 2.1 The most appropriate order and method of working
- 2.2 Provision of adequate lighting and safe method of electrical distribution
- 2.3 Allocation of responsibilities between this Company and others on site
- 2.4 Hazards arising from underground and overhead services
  - 2.5 Welfare Facilities required
  - 2.6 Fire precautions
  - 2.7 Any particular training or instruction required for Site personnel
  - 2.8 Temporary works provision (Scaffolding, Excavation Support etc.)
  - 2.9 Consider Control of substances hazardous to Health Regulations (COSHH) 2002 as per basic principles displayed elsewhere in this document.

## 2. SAFETY MANAGEMENT CTD

3. Provide written instructions in unusual situations not covered by Company policy to establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted. Obtain Method Statements of Sub-Contractors carrying out high-risk activities such as Demolition, Steel Erection, Asbestos Removal Roofing etc.
4. Check over working methods and precautions with Site management before work starts, (preferably at a pre-contract meeting)
5. Carry out any necessary notifications to Local Authorities, Police etc. as required by Company Policy.
6. Set a personal example when visiting sites by wearing appropriate protective clothing etc.

### 2.3 SITE MANAGEMENT

1. Understand the Company Safety Policy for Health and Safety and ensure that it is brought to the notice of all employees, particularly new starts. Carry out all work in accordance with its requirements and bring to the notice of the Contracts Manager any improvements or additions which you feel necessary.
2. Organise sites so that work is carried out to the required standard with minimum risk to employees, other Contractors, the Public, equipment or materials
3. Where necessary, issue written instructions setting out the Method of Work. Check that Sub-Contractors engaged in high-risk activities are working in accordance with their agreed Method Statement (Demolition, Steel Erection, Asbestos Removal, Roofing etc.)
4. Know the requirements of the Constructions Regulations and other relevant legislation and ensure that they are observed on site
5. Keep all registers, records and reports up to date and properly filled in. Ensure that copies of regulations are available and statutory notices are prominently displayed.
6. Ensure that the "Competent Persons" appointed to make the necessary inspections of Scaffolding, Excavations, Plant etc. have sufficient knowledge and experience to evaluate all aspects of Safety relating to the item being inspected.
7. Ensure that all information available relating to underground services on the site is obtained and that services are located, marked and plotted accurately before excavation work starts. Do not allow mechanical excavators within limits of the underground service laid down by the service Authority.
8. Implement arrangements with Sub-Contractors and others on site to avoid confusion about areas of responsibility for Health, Safety and Welfare.
9. Ensure that adequate First Aid Facilities are on premises and that all persons are aware of their location and procedure for receiving treatment for injuries.
10. Ensure that adequate fire precautions are provided for site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely

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## 2. SAFETY MANAGEMENT CTD

11. Set a personal example when visiting sites by wearing appropriate protective clothing etc.
12. Ensure that any accident on site which results in an injury to any employee and/ or damage to plant or equipment is reported in accordance with Company Policy
13. Implement safe storage and working practices of substances hazardous to health to satisfy COSHH Regulations 2002 as per basic principles displayed elsewhere in this document
14. Where a contract does not have a trades foreman the Site Manager shall adopt foreman responsibilities as additional to the aforementioned

## 2.4 **WORKSHOP MANAGEMENT**

1. Understand the Company Safety Policy for Health and Safety and ensure that it is brought to the notice of all employees, particularly new starts. Carry out all work in accordance with its requirements and bring to the notice of the Safety Director any improvements or additions which you feel necessary
2. Organise all works so that work is carried out to the required standard with minimum risk to employees, other contractors, the Public, equipment or materials.
3. Where necessary, issue written instructions setting out the Method of Work. Check that Sub-Contractors engaged in high-risk activities are working in accordance with their agreed Method Statement (Demolition, Asbestos Removal, Roofing etc.)
4. Know the requirements of the Constructions Regulations and other relevant legislation and ensure that they are observed on premises e.g. Factory Act 1961
5. Keep all registers, records and reports up to date and properly filled in. Ensure that copies of regulations are available and statutory notices are prominently displayed.
6. Ensure that adequate First Aid Facilities are on premises and that all persons are aware of their location and procedure for receiving treatment for injuries
7. Ensure that adequate fire precautions are provided for site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely
8. Ensure that any accident on site which results in an injury to any employee and/ or damage to plant or equipment is reported in accordance with Company Policy
9. Implement safe storage and working practices of substances hazardous to health to satisfy COSHH Regulations 2002 as per basic principles elsewhere in this document.

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## 2. *SAFETY MANAGEMENT CTD*

### 2.5 **FOREMEN**

1. Read and understand the Company's Health and Safety Policy and ensure that it is brought to



the notice of all operatives under your control. Carry out all work in accordance with its requirements

2. Know the Construction Regulations applicable to the work on which your operatives are engaged and insist that these regulations are observed
3. Incorporate Safety Instructions in routine orders and ensure that they are obeyed
4. Do not allow Operatives to take unnecessary risks
5. Ensure that new employees, particularly Apprentices and young people, are shown the current method of working and all Safety precautions.
6. Ensure that young employees (under 18 years) do not drive any item of plant or operate any type of tool or equipment except under direct supervision.
7. Report immediately any defects in plant or equipment
8. Set a personal example by wearing protective clothing and by carrying out your own work in a safe manner
9. Be aware of Control of Substances to Health Regulation (COSHH) 2002 and report immediately to Site Manager, any item of possible concern

## **2.6 OFFICE STAFF**

1. Read and understand the Company's Safety Policy and carry out your work in accordance with its requirements
2. Ensure that clothing, and particularly footwear at work is suitable from a Safety viewpoint
3. Ensure that you know the procedure in the event of fire
4. Ensure that you know the position of the First Aid Box
5. Ensure that corridors, office floors, doorways etc. are kept clear and free from obstruction
6. Do not attempt to lift or move, on your own, articles or materials so heavy as are likely to cause injury
7. Do not smoke in designated "No Smoking" areas
8. Before leaving "Smoking Areas" dispose of spent matches, cigarette ends etc. properly and safely.

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### **2. SAFETY MANAGEMENT CTD**

## **2.7 PLANT & TRANSPORT MANAGEMENT**

1. Read and understand the Company Policy for Health and Safety and ensure that it is brought to the notice of all employees under your control
2. Ensure that all plant sent to site is safe and equipped with the necessary devices and has been tested and thoroughly examined in accordance with Regulations

3. Ensure that all vehicles are maintained and serviced as recommended and that all necessary tests, insurances, road fund licenses etc., are up to date
4. Ensure that all drivers are in possession of the appropriate driving licences
5. Make regular inspections of your plant for defects at least once/ week and if your machine is classed as a lifting appliance make a report of your inspection in the statutory inspections Register (F91 - Part 1). If the Plant Operator is delegated to do this function ensure that it is carried out.
6. Give instruction where necessary on the Safety of loads, in particular ensure all procedures are followed when hazardous loads are to be carried. Notify all appropriate authorities as required when moving large or unusual loads.
7. Ensure that Fuels are stored and dispensed safely and in accordance with relevant statutory requirements.
8. Ensure that Fire Protection and First Aid Facilities are provided and maintained.
9. Ensure all accidents are reported as required by Company Policy.

## 2.8 **SURVEYORS**

1. Understand the Company Policy for Health and Safety
2. Ensure tenders are adequate to cover sound methods of work and reasonable welfare facilities
3. Report any unsafe practices observed when visiting sites
4. Have a knowledge of the various statutory requirements governing the Company's work
5. Set a personal example by wearing appropriate clothing when visiting sites

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## 2. *SAFETY MANAGEMENT CTD*

### 2.9 **DESIGN STAFF**

1. Read and understand the Company Policy for Health, Safety and Welfare and ensure that it is brought to the notice of all employees under your control.
2. Understand the comply with the Requirements of a Designer imposed by regulations 11 and 18 of the Construction (Design and Management) (CDM) Regulations 2007.
3. Ensure that information affecting Health and Safety of any person on a proposed site is brought to the attention of the Contracts Management.

4. Carry out your own work in a safe manner, take precautions when working on or near public roads, wear any necessary protective clothing or equipment.
5. Ensure that any design calculations for unusual scaffolds, falsework etc. are independently checked.

#### 2.10 **BUYERS**

1. Read and understand the Company Policy for Health and Safety.
2. Ensure that all equipment materials purchased by the Company are to the standards required by Company Policy.
3. Ensure that all Suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required, and that this information is passed to relevant Supervision. Particular attention must be given to ensure the COSHH Regulations 2002 are complied with.
4. Ensure that suppliers are informed of safe working loads of plant used for handling materials on site so that materials are delivered in suitable size loads.

#### 2.11 **ESTIMATORS**

1. Ensure that sub-contractors have been asked to provide a copy of their respective Safety Policy, and the rates negotiated for work to be carried out include all necessary Safety precautions.
2. Read, understand and comply with Company Policy for Health and Safety.
3. Ensure all costing allows for complying with Company Policy for Health and Safety.
4. Ensure that any design calculations for unusual scaffolds, falsework etc. are independently checked.
5. Carry out your own work in a safe manner, take precautions when working on or near public roads, wear any necessary protective clothing or equipment.
6. Ensure that information affecting Health and Safety of any person on a proposed site is brought to the attention of the Contracts Management.

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#### 2. *SAFETY MANAGEMENT CTD*

#### 2.12 **EMPLOYEE'S RESPONSIBILITIES**

All employees have the responsibility to co-operate with the Directors, Managers and foremen to achieve a healthy and safe workspace and to take reasonable steps to care for themselves and others

##### **Employees will :**

- Use the correct tools and equipment for the job
- Use the personal protective equipment, safety equipment and devices provided at all times
- Keep all tools and equipment in good order

- Report defects in plant, equipment, personal protective equipment and safety equipment to their superior immediately
- Develop a personal concern for the safety of themselves and others, particularly newcomers and young people
- Obey safety rules at all times
- Report accidents and damage to the site foreman immediately whether persons injured or not
- Report hazards to the site foreman who will welcome any suggestions to improve Health and Safety
- Avoid behaving in a manner which is likely to endanger the Health and Safety at work of themselves or others
- Warn new employees of known hazards and risks
- Refrain from horseplay
- Co-operate in the investigation of accidents and dangerous occurrences, with the objective of introducing methods to prevent a recurrence
- Set a personal example by wearing the appropriate personal protective equipment and complying with Health and Safety requirements

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### **3 HEALTH AND SAFETY DIRECTIONS**

3.0 *Arrangements to give directions and co-ordinate the other contractors*

#### **3.1 ARRANGEMENTS**

INFINITE PROPERTY SOLUTIONS.. are concerned that employees shall be provided with:

- i) Safe plant, equipment and systems of work
- ii) Safe arrangements for the use, handling, storage and transport of articles and substances.
- iii) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
- iv) A safe and healthy working environment.
- v) Adequate facilities and arrangements for their welfare at work.

This section of the Health And Safety Policy outlines the arrangements that have been formulated by the company to effectively carry out the responsibilities designated to the Director, Managers, Foremen and Employees.

#### **3.1.2 RISK ASSESSMENTS**

The Management of Health and Safety at Work Regulations, 1992 govern the requirement for employers to carry out risk assessments.

The Contract/Site Manager will carry out a risk assessment of each site to identify the hazards in the workplace. The assessment must consider the risk to employees and others who will be affected.

A copy of the risk assessment form can be found in Appendix 1 of The Health And Safety Policy.

The Management of Risk Assessments will be motivated and monitored by the Contracts Director. The results of the risk assessments will be communicated to employees to ensure that the recommendations resulting from assessments are properly addressed.

#### **3.1.3 INFORMATION, INSTRUCTION AND TRAINING**

The employees must be given adequate information, instruction and training on Health and Safety.

At the beginning of each contract, employees must be provided with information concerning hazards, risks, control measures and emergency procedures on the site to ensure their Health and Safety.

The Personal Department will acknowledge the capability, level of training, knowledge and experience of each employee before allocating work.

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### 3 *HEALTH AND SAFETY DIRECTIONS (CONT.)*

Each employee with the division will receive induction training from the Personnel Department and be issued with the Company's Health and Safety Policy.

The Personnel Department will maintain records for each employee to demonstrate that they have read and understood the Health and Safety Policy.

Employees will receive training covering the use of tools, equipment, personal protective equipment and manual handling operations.

All training received by employees will be recorded.

#### 3.2 PERSONAL PROTECTIVE EQUIPMENT

At each site the Contract/ Site Manager will need to carry out a risk assessment to eliminate and control the risks to which employees and other persons termed employees are exposed while at work.

Personal Protective Equipment (PPE) will only be issued as a last resort, where the risks can not be eliminated or adequately controlled in other ways.

##### 3.2.1 Head Protection

The Construction (Head Protection) Regulations 1989 require suitable head protection to be provided and worn where there is a risk of head injury.

Employees working at ground level, on scaffolding, on roofs and where there is a risk of material falling must wear safety helmets at all times.

Visitors to the sites, including Architects, delivery drivers and utility drivers must where directed wear safety helmets, which will be supplied at the sites.

The Site Foreman will check the condition of safety helmets once a week and will ensure that damaged equipment is removed from use immediately.

Safety helmets should be replaced at the intervals recommended by the manufacturer, which is usually after two years, but the Site Foreman on each site should check the frequency.

Safety helmets must be stored in a locker or in a dry and cool place out of direct sunlight at the end of each working day.

Safety helmets must never be hung up by the chin strap.

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### 3 *HEALTH AND SAFETY DIRECTIONS (cont.)*

### 3.2.2 Hearing Protection

The Control of Noise at Work Regulations 2005 require employers to provide suitable hearing protection, free of charge if the personal noise exposure of workers exceeds the limits set down in the Regulations.

The noise levels from equipment in use on each site will be reduced at source whenever this can be reasonably be done e.g. by using silencers, mufflers or noise enclosures, or by hiring/ using quieter machines. In situations where it is not possible to reduce noise levels further and exposure remains high, employees will be issued with suitable hearing protection.

Sites which require ear protection will be marked Ear Protection Zones.

Employees working with or nearby portable beakers will be issued with Ear Protection.

The Site Foreman must ensure that employees receive sufficient training and information to ensure that they know when to wear ear protection.

The Site Foreman must ensure that the ear protectors issued are compatible with other safety equipment and are of a design that can cope with the noise levels.

The Site Foreman will check the condition of ear protectors once a week and ensure that damaged equipment is removed from use immediately.

### 3.2.3 Eye and Face Protection

The Personal Protective Equipment at Work Regulations 1992, and the Control of Substances Hazardous to Health Regulations 2002 govern the provision and use of eye and face protection.

Suitable eye and face protection will be provided where there is a risk of injury.

The Site Foreman will ensure employees receive adequate instruction, information and training to ensure that they know when to wear eye and face protection.

The Foreman on each site must ensure that the eye and face protection issued is comfortable for the user and compatible with other safety equipment.

Eye and face protection must be stored in clean, dry conditions away from chemicals.

The Site Foreman will check the condition of head protection once a week and ensure that damaged equipment is removed from use immediately.

### 3.2.4 Hand Protection

The Personal Protective Equipment at Work Regulations, 1992 and the control of Substances Hazardous to Health Regulations 2002 govern the provision and use of gloves. Suitable gloves will be provided for employees where there is a risk of exposure to hazards. The Control of Vibration at Work Regulations 2005 shall also apply where vibrating plant is utilised.

The Site foreman will ensure that employees receive sufficient training and information to ensure that they know when to wear gloves

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## 3 *HEALTH AND SAFETY DIRECTIONS (cont.)*

The Site Foreman must ensure that the gloves are comfortable for the user and stored in clean, dry conditions.

The Site Foreman will check the condition of hand protectors once a week and ensure that damaged equipment is removed from use immediately.

#### 3.2.5 Foot Protection

The Personal Protective Equipment at Work Regulations, 1992 and the control of Substances Hazardous to Health Regulations 2002 govern the provision and use of safety foot wear.

Suitable safety foot wear must be worn on sites where there is a risk of foot injuries.

The Site Foreman will ensure that employees receive sufficient training and information to ensure that they know when to wear safety foot wear.

The Site Foreman must ensure that the safety foot wear issued is comfortable for the user.

Safety foot wear must be stored in clean, dry conditions and checked regularly and discarded if worn or deteriorated.

The Site Foreman will check the condition of foot protectors once a week and ensure that damaged equipment is removed from site immediately.

#### 3.2.5 Respiratory Protection

The Control of Substances Hazardous to Health Regulations 2002, the Control of Asbestos at Work Regulations and the Control of Lead at Work Regulations govern the provision of and use of Respiratory Personal Equipment ( RPE ).

Suitable RPE must be worn on sites where employees are likely to be exposed to harmful fumes, dust or vapours, which if inhaled, can cause serious ill health.

The Site Foreman will ensure that employees receive sufficient training and information on the use and limitations of RPE.

The Site Foreman must ensure that the RPE issued is comfortable for the user and compatible with other safety equipment.

The Site Foreman must check to ensure that the RPE is worn where risks arise.

The RPE must be examined by the Site Foreman once a month and in accordance with the manufacturers' instructions and records maintained of the examinations in the site register.

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### 3 *HEALTH AND SAFETY DIRECTIONS (cont.)*

#### 3.3 VEHICLES

The site foreman is responsible for the day to day running of vehicles and will inspect tyres, oil water and brakes on a daily basis and the horn, lights and any other



mechanical parts on a weekly basis. He shall be responsible to ensure that vehicles comply with all highway regulations while being driven and that no person who is debarred from holding a full current licence drives any vehicle.

The vehicles will be serviced by a competent person and records maintained of each service in the vehicle's register. Major defects must be drawn to the attention of the management immediately.

3.4 SPECIAL DIRECTIONS are provided in respect of the following operations

SCAFFOLDING (3.5)

MANUAL HANDLING (3.6)

ASBESTOS (3.7)

WORK AT HEIGHTS (3.8)

3.5 SCAFFOLDING

3.5.1 STANDARDS REQUIRED

All scaffolds erected on Company sites, or used by employees, will be erected in accordance with the Construction (Health Safety and Welfare) Regulations) 1996, British Standard Code of Practice 5973: 1981, B.S.5974: 1982 and B.S.2482: 1981. Copies of the Regulations will be kept on each site.

Health and Safety Executive Guidance Note GS 15 " General Access Scaffolds" provides a summary of the Regulations and Code of Practice Requirements.

Copies of the Regulations will be kept on each site. Information on the requirements of the Regulations and the British Standard Code of Practice is available from the Safety Supervisor.

3.5.1.2 PLANNING PROCEDURES

At tender or negotiation stage, as far as possible, the scaffolding requirements for a contract will be determined and allowed for in accordance with the above Standards.

The Contracts Manager will arrange for full details to be provided to the scaffolding sub-contractor re: the use and loadings of scaffold to be erected.

Training will be provided for Supervisors required to inspect scaffolds and for operatives erecting, altering or dismantling scaffolds up to 5 metres high.

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3 *HEALTH AND SAFETY DIRECTIONS (cont.)*

3.5.1.3 SUPERVISION

Before accepting a scaffold erected by a Specialist Scaffolding Sub-Contractor for use by the Company's employees, the Site Supervisor will check the scaffold and a handing-over certificate will be obtained.

The Site Supervisor will ensure that all scaffolds are erected in accordance with the above standards and at the beginning of each week, the Site Supervisor will inspect the scaffold and ensure that any defect is rectified. A report of the inspection and action taken will be entered in the Site Inspection Register (F91 Part 1). A similar inspection will also be carried out after high winds or other adverse weather conditions.

All materials used for scaffolding will be provided in accordance with the relevant British Standards and will be checked before use by a Scaffolder.

All materials will be properly stored and maintained on sites.

No person, other than a competent Scaffolder will be permitted to alter, erect, dismantle, or otherwise interfere with any scaffold erected on Company sites or for use by Company employees.

The Site Supervisor will ensure that all scaffolds are erected on ground or surfaces that have been prepared, levelled and consolidated.

### 3.5.2 LADDERS

The Site Foreman must ensure that the following instructions are adhered to on each site.

- All ladders used on site, will be of good construction, suitable and sound material of adequate strength. All ladders will be inspected by the Site Foreman at least once a week and damaged ladders removed from site immediately.
- Damaged ladders will not be used and must be reported to the Site Foreman who will assess the damage and take the necessary steps to replace the ladder. The stiles and rungs must have the grain running lengthways and must not be fixed by nails and spikes alone.
- All ladders (except roof ladders and crawling boards ) must be secured near the top or if this is impractical, at the bottom.

The foot of the ladder should be supported on a firm level surface and must not rest either on loose material or on other equipment to gain extra height.

Whenever possible the top of the ladder should be secured to the structure to prevent slipping, swaying or sagging.

In cases where the ladder cannot be secured either at the top or at the bottom, someone must 'foot' the ladder at the base to prevent it from slipping.

However, footing will not be allowed for ladders longer than 5m. Ladders must extend at least 1.05m beyond the handling place or beyond the highest rung on which a person may work, unless there is an adequate handhold.

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### 3 HEALTH AND SAFETY DIRECTIONS (cont.)

There must be enough space at each rung for there to be a proper foothold. The folding step-ladders must only be used on firm level ground.

Long ladders will be provided with a landing place every 9m at which guard-rails and toe -boards must be provided.

Heavy items must not be carried by employees using ladders.

'Light' tools should be carried in a shoulder bag or holster attached to a belt so that both hands are free to hold the ladder.

High level access after hours will be prevented by removing ground level ladders, providing fencing and displaying warning signs.

### 3.5.3 **MOBILE TOWERS**

#### 3.5.3.1 SUPERVISION

All mobile towers will be erected by trained operatives or by operatives under direct supervision of a competent person.

No person is permitted to erect, alter or dismantle any mobile tower scaffold unless authorised by Site Supervisor.

All mobile towers provided for Company employees will be checked before use by Site Supervisor/ Foreman to ensure they are in accordance with the above Standards.

All operatives required to use mobile tower scaffolds will be instructed in safe use and movement of scaffolds.

All mobile tower scaffolds will be inspected at 7 day intervals, by Site Supervisor and record of inspection made in Register F91 Part 1 Section A which will be kept on site.

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## 3 *HEALTH AND SAFETY DIRECTIONS CTD*

### 3.5.3.2 SAFE SYSTEM OF WORK

The following precautions must be complied with:-

Height must be relative of effective base dimension. (Normally a maximum height to least base dimension ratio of 3.5 to 1 is specified for towers used inside a building and 3 to 1 used outside, however lower ratios may be specified by manufacturers of very light mobile towers). Outriggers or stabilisers must be extended where applicable. Tower must not

be used or moved on sloping, uneven or obstructed surfaces.

Tower must be vertical.

Tower must be tied to building where required.

Tower must be moved from ground level.

Floor must be free from openings, ducts, steps etc.

No person to remain on platform while being moved. Materials and tools to be removed or secured on platform. Overhead obstructions must be noted (In particular overhead electricity cables). Bracing members must be fitted.

Guard rails and toe boards must be fitted. Wheels must be locked when platform is in use.

Tower must not be used in adverse weather. Safe working load of platform must not be exceeded.

When mobile tower scaffolds are not in use, measures must be taken to ensure that children cannot reach or climb scaffolds.

All operatives erecting, altering, dismantling or working around the base of mobile tower scaffolds must wear safety helmets.

### 3.6 **MANUAL HANDLING**

The Manual Handling Operations Regulations 1992 require employers to carry out risk assessments of the work activities carried out by employees.

The Contracts Manager and Site Manager will carry out a risk assessment of the manual handling operations for each site.

The risk assessments will identify all the hazards involved at each site and the significant estimated risk that is presented by each group of hazards.

The Contracts Manager and the site Manager will identify all reasonably practicable precautions required to avoid or reduce the risk of injury from hazardous manual handling.

The identified precautions will be incorporated into a safe system of work for each activity.

INFINITE PROPERTY SOLUTIONS..

### 3 *HEALTH AND SAFETY DIRECTIONS CTD*

The assessment will consider the;

- tasks
- loads
- working environment
- individual capacity
- and the steps necessary to reduce the risks of injury

The risk assessment will be recorded using the form in appendix 1 of the Health and Safety policy.

Manual handling requirements will be discussed with Contract Managers, Site

Managers and Site Personnel at pre-contract meetings as a means of communicating information and instructions to employees.

Contract Management and site Foreman will be issued with HSE documents INDGG\143L C1000 and CG\146L C3000 as part of the Companies Health and Safety policy.

The site foreman will ensure that employees are given information and training on the safe systems of work and the procedures that need to be taken to reduce the risk of injury.

The site foreman will ensure that employees are issued with the correct protective equipment and exercise supervision to ensure that workers follow safe systems of work.

### 3.7 **ASBESTOS**

#### 3.7.1 The Handling, Removal and Disposal of Asbestos /Asbestos Cement Sheets

Copies of the following documents are held at the office for referral and form the basis of the procedures detailed in the Health and Safety Policy.

The Control of Asbestos Regulations 2006  
Approved Code of Practice The Management of Asbestos in Non-Domestic Premises 2006  
[Approved Code of Practice Work with Materials containing Asbestos.2006](#)

INFINITE PROPERTY SOLUTIONS..

### 3 *HEALTH AND SAFETY DIRECTIONS CTD*

#### 3.7.2 **INFINITE PROPERTY SOLUTIONS.** will not become involved with work covering Asbestos which should be carried out by someone who holds a licence from the HSE.

#### 3.7.3 The Contracts Manager will carry out an assessment before work commences at each site where Asbestos is present, to work out the measures required to control the exposure of employees and others to Asbestos. Asbestos cement sheets will be removed whole and intact ( where at all possible ) and placed immediately in a neat stack in the skip provided.

If open skips are used, they must be covered with tarpaulins at all times. Skips will always be day skips, i.e. delivered empty in the morning and removed from site before the end of work on the same day. If enclosed or sealed skips are used, they will be lit in accordance with the Local Authorities requirements.  
Asbestos cement sheets ( of any type ) must be disposed of properly and must not be

given or allowed to be taken by third parties.

Where Friable Insulation boards are being removed and there is greater risk of exposure, the company will make the necessary calculations in respect of control limits and where necessary, the weathered surface is to be damped down or covered with a suitable adhesive to prevent the release of fibres during removal and transfer to a skip.

- 3.7.4 The following personal protective equipment will be provided free of charge and must be worn by employees where there is a risk of exposure to Asbestos:
- i ) Disposable overalls with hoods.
  - ii ) Gloves.
  - iii ) Skin barrier creams.
  - iv ) Skin cleaning creams ( Swarfega ).
  - v ) Face masks to BS6016 type 2 respirators. ( 3M 8800 or 8810 type ).
  - vi ) Airstream helmets.
- 3.7.5 At all times, it is the Contract Manager 's responsibility to liaise with HSE on all matters relating to Asbestos cement.
- 3.7.6 If, during the course of the works, employees discover and unexplainable materials or any other form of Asbestos, in the form of insulation, packing or fire-break treatment THEY MUST NOT UNDER ANY CIRCUMSTANCES HANDLE IT. The employees must notify the Site Foreman who will inform **Mr Thomas Imrie** who will notify all necessary parties and will organise the appropriate action to be taken.

## INFINITE PROPERTY SOLUTIONS..

### 3 HEALTH AND SAFETY DIRECTIONS CTD

#### 3.8 WORK AT HEIGHTS

- 3.8.1 All employees Undertaking roofing work for **INFINITE PROPERTY SOLUTIONS** will receive proper training to enable them to recognise the dangers and know what steps to take to avoid them.

The Site Foreman must supervise the work and monitor it to ensure that it is progressing safely.

Work in wet or very windy conditions will be assessed by the Site Foreman to ensure that the safety of employees is maintained

It is also important to appreciate that risks are reduced if materials do not have to be transported long distances at high level. Sufficient loading positions should therefore be provided such that goods can be lifted to within 8m of their final installed location.

Copies of the following documents are held at the office for referral and form the basis of the procedures detailed in the Health and Safety Policy.

The Work at Height Regulations 2005.

### 3.8.3.2 Safety Harnesses

Fall arrest harnesses are to be worn by an operative when undertaking work at a location where there is a possibility of falling whilst undertaking that operation.

INFINITE PROPERTY SOLUTIONS.. encourage the use of fall arrest harnesses in certain circumstances, however, as with all safety equipment there are limitations to their use and the full recommendations of the harness manufacturer must be followed. particular considerations are that the operative can gain safe access to the working position and when at that position the harness can be attached to a suitable safe secure anchor position.

When using inertia reel harnesses consideration must be given to their use for the particular operation being undertaken e.g. to avoid them becoming entangled with that of other operatives, or the distance above ground.

## 3.9 **LIVE SERVICES**

3.8.1 All employees Undertaking work to existing services for INFINITE PROPERTY SOLUTIONS. will receive proper training to enable them to recognise the dangers and know what steps to take to avoid them.

The Site Foreman must supervise the work and monitor it to ensure that it is progressing safely.

Services must be fully isolated and tested before any work is undertaken. Notices must be placed on all switchgear and live ends indicating the status of the service.

INFINITE PROPERTY SOLUTIONS..

## 4 **INFORMATION FOR CONTRACTORS**

*Means for informing contractors about risks to their health and safety arising from the environment in which the project is to be carried out and the construction work itself.*

### 4.1 **The responsibilities of Contractor**

#### 4.1.1 **Contracts Management**

At Planning Stage

Determine the most appropriate order and method of working

Determine hazards arising from underground and overhead services

Provide written instructions in unusual situations..... to establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted

Establish the location of fire exits, fire alarm points and the position of existing fire fighting equipment and advise the site agent and other operatives

#### 4.1.2 **Site Management**

##### At Site Stage

Issue written instructions setting out the method of work

Keep all registers, records and reports up to date and properly filled in.

Ensure copies of regulations are available and statutory notices prominently displayed.

Ensure that all information available relating to underground services on site are obtained and that services are located, marked and plotted

#### 4.1.3 **Buyer**

Ensure that suppliers are informed of Safe working loads of plants used for handling materials on site so that materials are delivered in suitable sized loads



INFINITE PROPERTY SOLUTIONS..

## **5 SELECTION PROCEDURES**

The Company has arrangements in the selection process for ensuring that all:

1. Contractors, the self-employed and designers to be appointed by INFINITE PROPERTY SOLUTIONS.. are competent and will make adequate provision for Health and Safety;
2. Suppliers of materials to INFINITE PROPERTY SOLUTIONS.. will provide adequate health and safety information to support their products;
3. Machinery and other plant supplied for common use will be properly selected, used and maintained; and that operator training has been provided.
4. "Competent Persons" appointed to make the necessary inspections of Scaffolding, Excavations, Plant etc. have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected.

INFINITE PROPERTY SOLUTIONS..

## **6 COMMUNICATIONS BETWEEN PROJECT TEAM/OTHER CONSULTANTS/SITE**

## **OPERATIVES**

**INFINITE PROPERTY SOLUTIONS's** arrangements for communicating and passing information to all members of the project team, including the client and any client's representatives, designers, the CDM Co-ordinator, the Principal Contractor, other contractors, site workers and other whose health and safety may be affected.

### **6.1 RESPONSIBILITIES**

#### **6.1.1 CONTRACTS MANAGEMENT**

Provide written instructions in unusual situations not covered by Company Policy.

#### **6.1.2 SITE MANAGEMENT**

Ensure that adequate fire precautions are provided for site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.

Implement safe storage and working practices of substances hazardous to health to satisfy COSHH Regulations 2002 as per basic principles.

Organise sites so that work is carried out to the required standard with minimum risk to employees, other Contractors, the public, equipment or materials.

#### **6.1.3 FOREMEN**

Incorporate Safety Instructions in routine orders and ensure that they are obeyed.

Do not allow operatives to take unnecessary risks.

Report immediately any defects in plant or equipment.

Be aware of Control of Substances to Health Regulation (COSHH) 2002 and report immediately to Site Manager, any item of possible concern.

INFINITE PROPERTY SOLUTIONS..

## **7 CO-OPERATION AND CO-ORDINATION BETWEEN CONTRACTORS**

*Arrangements exist for securing co-operation between contractors for health and safety purposes.*

**INFINITE PROPERTY SOLUTIONS..** *have arrangements for management meetings and initiatives by which the health and safety objectives of the project are to be achieved.*

*Arrangements also exist for dealing with design work carried out during the construction phase, ensuring it complies with CDM (2007) regulations 11 and 18 and resultant information is passed to the appropriate person(s)*

### **7.1 RESPONSIBILITIES**

#### **7.1.1 DIRECTORS**

Arrange for regular meetings with contract management to discuss Company accident prevention, performance, training, possible improvements etc.

#### **7.1.2 CONTRACTS MANAGER/ SITE AGENT**

Ensure that all sub-contractors provide method statement(s) of their work

## **8            ACTIVITIES WITH RISKS TO HEALTH & SAFETY**

8.1        *INFINITE PROPERTY SOLUTIONS.'S arrangements for the identification and effective management of activities with risks to health and safety will be effected by carrying out **hazard identification/risk assessments**, incorporating those prepared by other contractors, and also the preparation of **method statements** to deal with these risks which result. These activities may be specific to a particular trade or to site-wide issues, and may include:*

1.        *the storage and distribution of materials;*
2.        *the movement of vehicles on site, particularly as this affects pedestrian and vehicular safety;*
3.        *control and disposal of waste;*
4.        *the provision and use of common means of access and places of work;*
5.        *the provision and use of mechanical plant which is used by a number of contractors.*
6.        *the provision and use of temporary services, e.g. electricity;*
7.        *temporary support structures, e.g. falsework;*
8.        *commissioning, including the use of permit-to-work systems;*
9.        *protection from falling materials;*
10.       *exclusion of unauthorised people.*

8.2        *Control measures to deal with all these above will be clearly set out, including protection of members of the public.*

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## **9 EMERGENCY PROCEDURES INCLUDING FIRE PRECAUTIONS**

*Emergency arrangements are in place for dealing with and minimising the effects of injuries, fire and other dangerous occurrences*

### **9.1 PARTICULAR RESPONSIBILITIES -**

#### **9.1.1 CONTRACTS MANAGEMENT**

Determine at planning stage

1. Hazards arising from underground and overhead or other hidden services.
2. Fire precautions.

#### **9.1.2 SITE MANAGEMENT**

1. Ensure that adequate First Aid Facilities are on premises and that all persons are aware of their location and procedure for receiving treatment for injuries.
2. Ensure that adequate fire precautions are provided for site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.
3. Ensure that any accident on site which results in an injury to any employee and/ or damage to plant or equipment is reported in accordance with Company policy.
4. Implement safe storage and working practices of substances hazardous to health to satisfy COSHH Regulations 2002 as per basic principles displayed elsewhere in this document.

#### **9.1.3 WORKSHOP MANAGEMENT**

1. Ensure that adequate First Aid Facilities are on premises and that all persons are aware of their location and procedure for receiving treatment for injuries.
2. Ensure that adequate fire precautions are provided for all workshops and that any flammable liquids or liquefied petroleum gases are stored and used safely.
3. Ensure that any accident on premises which results in an injury to any employee and/ or damage to plant or equipment is reported in accordance with Company policy.
4. Implement safe storage and working practices of substances hazardous to health to satisfy COSHH Regulations 2002 as per basic principles displayed elsewhere in this document.

INFINITE PROPERTY SOLUTIONS..

#### 9.1.4 FOREMEN

1. Do not allow Operatives to take unnecessary risks.
2. Ensure that new employees, particularly Apprentices and young people, are shown the current method of working and all Safety precautions.
3. Ensure that young employees (under 18 years) do not drive any item of plant or operate any type of tool or equipment except under direct supervision.
4. Be aware of Control of Substances to Health Regulation (COSHH) 2002 and report immediately to Site Manager, any item of possible concern.

#### 9.1.5 OPERATIVES

Warn other employees, particularly new employees and young people of particular known hazards.

INFINITE PROPERTY SOLUTIONS..

#### 10 REPORTING OF RIDDOR INFORMATION

*Arrangements are in place for informing INFINITE PROPERTY SOLUTIONS.. management about accidents, ill health and dangerous occurrences which need to be notified to HSE under the Reporting of Injuries, Diseases and Dangerous occurrences Regulations 1995.*

## 10.1 RESPONSIBILITIES - ALL EMPLOYEES AND SUB CONTRACTORS

### 10.1.1 ACCIDENT REPORTING PROCEDURE

1. All accidents must be reported to immediate supervisor.
2. All injuries, no matter how slight, must be recorded in the accident book .
3. An incident which may have resulted in an accident must be reported to the immediate supervisor.
4. Any tool or item of plant or equipment thought to be connected to an accident must not be moved, altered or adjusted unless instructed by the person in charge or in the case of fatality, major injury, dangerous occurrence by the Health and Safety Executive Officer. In the latter the area concerned must be fenced off and left undisturbed until released by the Health and Safety Executive Officer.
5. When a fatality, major injury or dangerous occurrence happens the following persons must be notified as soon as practically possible:-
  - (i) NOTIFY immediate supervisor
  - (ii) NOTIFY the local Health and Safety Executive by telephone, and then send form Nr.2508 within seven days.
  - (iii) NOTIFY Partner responsible for Health and Safety **Mr. Thomas Imrie**

#### DANGEROUS OCCURRENCES EXAMPLES

- (a) Collapse of scaffolding, hoist, lift, cradle, powered access platform, crane or mobile delivery vehicle.
- (b) Uncontrolled or unintentional collapse of structure.
  - (c) Explosion of petroleum or oil containers, including oil & cellulose products.
  - (d) Explosion of gas storage container.
  - (e) Fire resulting in work being stopped for a period of more than five hours.
  - (f) If in doubt, report any occurrence which you consider dangerous.

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## 11 WELFARE FACILITIES

Each Contracts Manager / Site Manager must ensure that adequate welfare facilities are available for the use of employees, in compliance with Schedule 2 of the 2007 CDM regulations

The facilities should include as a minimum:

1. Adequate toilets, suitably private weatherproof and clean.

2. Adequate washing facilities, with suitable means of washing and drying
3. Drying sheds, huts or other accommodation for sheltering in bad weather, changing or storing clothes and taking meals.
4. Provision of tables and chairs, a suitable means for boiling water and an adequate supply of wholesome drinking water.

INFINITE PROPERTY SOLUTIONS..

## **12 INFORMATION AND TRAINING FOR PERSONS ON SITE**

INFINITE PROPERTY SOLUTIONS.. will ensure that people on site have been provided with:

health and safety information

health and safety training



information about the project (the names of the CDM Co-ordinator and Principal Contractor and relevant parts of the health and safety plan) by their employer.

projects specific awareness training;

the location of statutory notices

toolbox or task health and safety talks

the location of the Health and Safety plan on site

INFINITE PROPERTY SOLUTIONS..

### **13 CONSULTATION WITH PERSONS ON SITE**

*Arrangements have been made for consulting and co-ordinating the views of people on site or their representatives*

#### **13.1 RESPONSIBILITIES - SITE MANAGEMENT**

1. Implement arrangements with Sub-Contractors and others on site to avoid confusion about areas of responsibility for Health, Safety and Welfare.

2. Ensure that adequate First Aid Facilities are on premises and that all persons are aware of their location and procedure for receiving treatment for injuries.

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## **14 SITE RULES - PREPARATION/DISSEMINATION/COMPLIANCE**

*Arrangements exist for making site rules and for bringing them to the attention of those affected. The rules will be set out in each projects' Construction Phase Health and Safety Plan. There may be separate rules for contractors, site workers, visitors and other specific groups.*

### **14.1 RESPONSIBILITIES -**

#### **14.1.1 DIRECTORS**

1. Insist that good working practices are observed as laid down by Codes of Practice and that work is planned and carried out in accordance with the statutory provisions.
2. Reprimand any member of Staff failing to discharge satisfactorily their responsibilities for Health and Safety.
3. Set a personal example when visiting sites by wearing appropriate protective clothing etc.
4. Arrange for regular meetings with contract management to discuss Company accident prevention, performance, training, possible improvements etc.

#### **14.1.2 CONTRACTS MANAGEMENT**

1. Provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted. Obtain Method Statements for Sub-Contractors carrying out high-risk activities such as Demolition, Roofing, Steel Erection, Asbestos Removal, Scaffolding, etc.
2. Check over working methods and precautions with Site Management before work starts, (preferably at a pre-contract meeting)
3. Set a personal example when visiting sites by wearing appropriate protective clothing etc.

#### **14.1.3 SITE MANAGERS**

1. Bring to the attention of the Safety Director any improvements or additions which you feel are necessary for health and Safety.
2. Organise sites so that work is carried out to the required standard with minimum risk to employees, other contractors, the Public, equipment or materials.
3. Where necessary, issue written instructions setting out the Method of Work. Check that Sub-Contractors engaged in high-risk activities are working in accordance with their agreed Method Statement (Demolition, Steel Erection, Asbestos Removal, Roofing, Scaffolding etc.)
4. Set a personal example when visiting sites by wearing appropriate protective clothing.

INFINITE PROPERTY SOLUTIONS..

14.1.4    FOREMEN

1. Do not allow Operatives to take unnecessary risks.
2. Ensure that new employees, particularly Apprentices and young people, are shown the current method of working and all Safety precautions.
3. Ensure that young employees (under 18 years) do not drive any item of plant or operate any type of tool or equipment except under direct supervision.
4. Set a personal example by wearing protective clothing and by carrying out your own work in a safe manner.

14.1.5    OPERATIVES

1. Warn other employees, particularly new employees and young people of particular known hazards.

INFINITE PROPERTY SOLUTIONS..

**15 HEALTH AND SAFETY FILE (COLLECTION OF DATA)**

**INFINITE PROPERTY SOLUTIONS..** will ensure arrangements will be put in place for passing on information for the preparation of the Health and Safety File including:

Collating on site in a file (provided by **INFINITE PROPERTY SOLUTIONS.** if not provided by the CDM Co-ordinator) all relevant information in respect of the building including:-

- all instructions, guarantees for equipment and materials supplied
- all approvals, test certificates etc.
- information on any special requirements or operational information for the future use, access or maintenance of equipment
  - copies of "as fitted" drawings
  - such other information required and advised by the CDM Co-ordinator



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## **16 MONITORING PROCEDURES FOR SITE RULES**

INFINITE PROPERTY SOLUTIONS.. have arrangements for active monitoring to achieve compliance with their Health and Safety rules

Audit procedures will be undertaken to ensure

- legal requirements are met
- Health and Safety rules are observed
- contractor selection is in accordance with procedures
- on site standards are maintained

These are undertaken by:

- the Site Agent on a daily basis
- Mr Thomas Imrie on a weekly basis

Immediate remedial action is undertaken by the Agent or Contracts Manager for any non conformance's

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**PROJECT REVIEW**

Reviews, will be undertaken throughout the project, as different trades complete their work and at its conclusion. This means that the lessons learnt in terms of the standards set and those actually achieved can be taken forward.

Where required **INFINITE PROPERTY SOLUTIONS..** will participate in any reviews at completion involving the CDM Co-ordinator, client, architect, structural engineers, service engineers and quantity surveyors and put forward their views on the successes and failures of the implementation of Health and Safety rules during the works relevant to the building and any lessons to be learned for future projects.

Information will also be provided from Sub-contractors and other in respect of any Health and Safety issue or maintenance of equipment

*This policy has been prepared on behalf of INFINITE PROPERTY SOLUTIONS.. by  
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