

Health and Safety Guide



bromak
recruitment

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Introduction

Understand your responsibilities as a Temporary Worker

The Health and Safety at Work Act 1974 places obligations and responsibilities on employees and on persons who undertake work personally – this includes you as an agency worker. You can now be personally prosecuted by the Health and Safety Executive for failing to comply with instructions or misusing anything provided for your health and safety.

Ensure you have an induction on arrival

On arriving at an assignment, the client should explain the layout of the premises or site, identifying the toilets, kitchen facilities (if any) and other drink making facilities and storage. Ensure that you are aware of the fire alarm mechanisms, fire exits, procedures and assembly point arrangements as well as first aid provision and accident reporting procedures.

You have a responsibility to:

- Assess any risks to your health and safety during your assignment and inform the client of anything that may jeopardise your own and others safety.
- Familiarise yourself with the clients 'Health and Safety at Work' policy and co-operate with the client or any other person with responsibility for health and safety and follow all instructions to ensure a safe system of work.
- Not intentionally or recklessly misuse equipment provided for your safety.
- Take all reasonable steps to ensure your own health and safety and others who may be affected by your acts or omissions.
- Always store materials, equipment and tools in a safe manner.
- Never block emergency escape routes.
- Practice safe working procedures and report hazards and defective equipment or tools.
- You do not misuse or interfere with safety provisions. This would include items such as guards, signs, PPE or firefighting equipment.
- Report to both the client's appointed person and to Bromak Ltd any injury or accident that occurs while you are on assignment.
- Wear any protective clothing and use any protective equipment as instructed by the client in order to carry out the assignment safely.
- Politely refuse the request and make Bromak Ltd aware immediately should you be asked to operate machinery or carry out duties that you are not trained adequately for or could cause risk to yourself or others.

Health and Safety Statement of Intent

The following is an abbreviated version of Bromak's health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974. The full version can be found on www.bromak.com.

It is the policy of Bromak Ltd to ensure, so far as is reasonably practicable, the health, safety and welfare of all temporary workers and employees of the company and other persons who may be affected by our undertakings. For the purpose of this health and safety guide all will be referred to as our 'stakeholders'.

The management of Bromak Ltd looks upon the promotion of health and safety measures as a mutual objective for all stakeholders as they all have duties under the Health and Safety at Work etc. Act 1974. They are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Stakeholders are also informed that they must co-operate with Bromak Ltd and our clients in order that they can comply with the legal requirements placed upon them. Bromak Ltd will ensure continued consultation with their workforce, advisors and clients to enable all viewpoints and recommendations to be discussed at regularly.

This booklet is designed to help our stakeholders identify hazards, assess risks, determine suitable and sufficient control measures and be better informed of the correct procedures needed to maintain a safe working environment. We will, so far as is reasonably practicable, ensure our stakeholders have safe places and systems of work, safe plant and machinery, have guidance on the safe handling of materials and substances, have adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and are committed to supporting our clients and stakeholders in achieving their goals without compromising health and safety.

Health and Safety at Work

Health and safety is about stopping you getting hurt at work or ill through work and you must play your part. Your employer is responsible for health and safety, it is a legal requirement for all employers to display the HSE Law poster in a prominent position in each workplace. Locate this poster in the site office as this will outline the employer's responsibilities, your responsibilities and what you must do if there is a problem.



Health and Safety Law

What you need to know

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.



What employers must do for you

- 1 Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- 2 In a way you can understand, explain how risks will be controlled and tell you what is responsible for this.
- 3 Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
- 4 Free of charge, give you the health and safety training you need to do your job.
- 5 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
- 6 Provide toilets, washing facilities and drinking water.
- 7 Provide adequate first-aid facilities.
- 8 Report injuries, diseases and dangerous incidents at work to our Incident Contact Centre **0845 300 9923**
- 9 Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- 10 Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

Your health and safety representative

Other health and safety contacts:

What you must do

- 1 Follow the training you have received when using any work items your employer has given you.
- 2 Take reasonable care of your own and other people's health and safety.
- 3 Co-operate with your employer on health and safety.
- 4 Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

If there's a problem

- 1 If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
- 2 You can also look at our website for general information about health and safety at work.
- 3 If, after talking with your employer, you are still worried, please our helpline. We can put you in touch with the local enforcing authority for health and safety and the Employment Medical Advisory Service. You don't have to give your name.

HSE helpline:

0845 345 0055

HSE website:

www.hse.gov.uk

Fire safety

You can get advice on fire safety from the Fire and Rescue Services or your workplace fire officer.

Employment rights

Find out more about your employment rights at:

www.direct.gov.uk



Health and Safety Executive

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Drugs and Alcohol

Being under the influence of drugs or alcohol at work puts yourself and others in danger. If you see someone who appears to be under the influence of drugs or alcohol report them to your supervisor. If you are found in possession of alcohol or drugs or appear to be under the influence you will be removed from site immediately and your assignment will be terminated with immediate effect.

If you find any needles on site DO NOT touch them, report it to your supervisor so they can be removed safely.

Smoking



Parts of site can be highly flammable areas and smoking can be a huge safety risk. If you do smoke, make sure you find out where the designated smoking area is.

First Aid and Accident Book

The Health & Safety (First Aid) Regulations together with the approved code of practice L74, require employers to assess the need for equipment and qualified first aid staff based upon:

1. The nature of the work carried out
2. Number of employees and how dispersed
3. Remoteness of the site from emergency services
4. The needs of travelling or lone workers
5. Whether arrangements have been for sharing facilities with other employers
6. The need for shift and holiday cover

Ensure you are aware of the location of the qualified First Aider



DO protect the casualty from further injury if possible.
DO go and find the qualified first aider.

DO NOT put yourself in danger – put your safety first.
DO NOT move the casualty unless there is no alternative.

ALL accidents, however minor must be reported and entered into the accident book, including accidents that are not notifiable under RIDDOR.

RIDDOR Notifiable Accidents

The responsibility of everyone on site is to ensure the safety of themselves and those around them. However, accidents sometimes do happen. There is a requirement to report any accident through doing your work or in connection with your work to your line manager. However, the following injuries should be reported to the HSE under the Reporting of Diseases & Dangerous Occurrences Regulations (RIDDOR) when they result from a work-related accident.

- The death of any worker or non-worker arising from a work-related accident.
- Specified injuries i.e. fractures, amputations, crush injuries, serious burns.
- Injuries resulting in incapacitation for 7+ days (Inc. weekends) – reported within 15 days.
- Injuries to non-workers which result in them being taken directly to hospital for treatment.
- Occupational diseases i.e. HAV syndrome, asthma, cramps or tendonitis of hand or arm, occupational cancer, any disease caused by exposure to biological agent etc.
- Dangerous occurrences – i.e. near miss events such as overturning or lifting equipment, contact with overhead lines, release of a dangerous substance.
- Gas Incidents – someone has died, lost consciousness, or required treatment.



Safety helmets



Eye protection



Ear protection



Foot protection



High visibility clothing

The required PPE must be worn in this area

PERSONAL PROTECTION EQUIPMENT (PPE)

PPE protects you from hazards whilst working and unless you are in a safe area the following PPE should **always** be worn:

- Safety Helmet
- Hi Visibility Clothing
- Safety Footwear
- Gloves

Additional Protective equipment may be required when carrying out certain tasks; such as protective eye / ear wear or face masks.

You should always wear PPE that fits correctly and replace it if it becomes old or damaged. If you need new PPE, make Bromak aware and we will provide it to you.

Useful Information on CSCS & CPCS Cards

Labourer - valid for five years for those with a QCF/SCQF Level 1 in H&S in a Construction Environment, CITB Site Safety Plus H&S Awareness certificate or completed IOSH Working Safely Course and passed the CITB Health, Safety and Environment test within the last 2 years.



Skilled Worker Blue Card – Valid for five years and is for those with a construction related NVQ or SVQ Level 2 or anyone who has completed an employer sponsored apprenticeship.



Advanced Craft/Supervisory - valid for five years for anyone who has achieved a construction related NVQ or SVQ Level 3, an approved indentured or employer sponsored apprenticeship.



Manager - valid for five years and is available for managers who have a construction related NCQ or SVQ Level 4 or above or construction related QCF Level 6 or 7.



CPCS Operator Cards - there are two routes of entry into the scheme which will lead to the attainment of a Competent Operator Card:

- Direct to Competent Operator (Blue) Card
- Through Trained Operator (Red) Card to Competent Operator (Blue) Card (a two-stage process)

Trained Operator Card confirms a level of core skills, knowledge and understanding that can be applied in the workplace until measured as competent against national standards.



Competent Operator Card show that the holder has demonstrated a level of health and safety awareness through the CITB Health, Safety and Environment test, underpinning knowledge previously through a CPCS theory test, operating ability previously through a CPCS practical test and operating competence on the type of plant (evidenced by SVQ/NVQ or employer confirmation of competence).



DO visit www.cscs.uk.com to find a full and detailed list of all CSCS cards and requirements and www.citb.co.uk for details on the CPCS registration cards

Safety Signs



Eye protection
must be worn

A **MANDATORY** sign is a sign prescribing behaviour that **MUST** be carried out such as the wearing of PPE on site. These signs are round in shape and have a blue pictogram on a **blue** background. The blue part to be at least 50% of the area of the sign.



No admittance

This sign means **PROHIBITION** or **DANGER ALARM**. Purpose is to prevent dangerous behaviour – i.e. stop, shutdown, evacuate, emergency cut out devices etc. Prohibition signs are round in shape, have a black pictogram on white background, red edging and diagonal line. **Red** part to be at least 35% of the area.



DANGER
240 volts

A **WARNING** sign means a sign giving a warning of a risk to health or safety. These signs warn to take precautions, examine or be careful. They are required to be triangle in shape, have a black pictogram on a **yellow** background. The yellow part has to be at least 50% of the area of the sign.



A **SAFE CONDITION SIGN** is a safety sign giving information on escape routes, emergency exits, first-aid or rescue facilities. A safe condition sign is rectangular or square in shape and is comprises of a white pictogram on a **green** background. The green part has to be at least 50% of the total area.



This sign locates and identifies **FIRE FIGHTING EQUIPMENT**. Rectangular or square in shape this sign comprises of a white pictogram on a red background. The red part has to be at least 50% of the sign area.

Fire Extinguishers

Knowing the right type of fire extinguisher in the event of a fire could save your life and the lives of those around you.

Below is a chart that simply describes the different types of fire extinguishers and the types of fire that they are designed to extinguish.

						
	✓	✓	✓	✗	✓	✗
	✗	✓	✓	✓	✗	✗
	✗	✗	✓	✗	✗	✗
	✗	✗	✗	✗	✗	✓
	✗	✗	✓	✓	✗	✗
	✗	✗	✗	✗	✓	✗

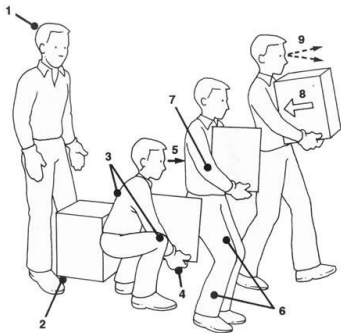
Manual Handling

A quarter of all RIDDOR reported injuries in 2014 were caused by handling and more than a third of over three-day injuries. Common injuries include lifting injuries, strains, sprains, trapped fingers and cuts from sharp objects.

Whilst working on site you may be required to lift and carry heavy machinery and equipment so before lifting and moving items on site ask yourself:

- **Can the item be moved mechanically?**
- **Is the item potentially dangerous (hot, sharp, slippery, unbalanced)?**
- **Is the distance you need to carry the item far, or hold potential dangers or obstacles on route?**
- **Are the conditions bad (poor lighting, weather)?**

If the answer to **ANY** of these questions is **YES**, you should **STOP**, seek help and if possible, refer to the site's manual handling policy before moving the item.



10 steps to safe lifting:

1. Assess the load before commencing lifting and plan the lift. Be aware of your capacity to lift the load do not be afraid to ask for help.
2. Stand with your feet apart and adopt a good balanced posture.
3. Keep your back straight and bend your knees.
4. Take a secure grip and be aware of sharp edges.
5. Ensure the direction you intend carrying the load is level and obstacle free.
6. Use your legs to generate power.
7. Keep the load close to the body; avoid bending, twisting or stooping.
8. Tuck your chin in (this will help to keep your spine straight).
9. Ensure you have a clear view over the load, and you can see where you are going.
10. Put the load down the same way as you picked it up.

Working at Heights



Falls from height cause more workplace deaths or serious injuries in the construction industry than anything else.

Working at height can include ladders, scaffolding and elevated platforms, but can also include working around excavations. When working at height, some simple measures should be followed to prevent falls from occurring.

- DO** avoid working at height if possible.
- DO** ensure the platform is properly constructed with toe boards and guard rails.
- DO** ensure a risk assessment has been carried out when working at height.
- DO** look at who will be carrying out the work.
- DO** look at the location; is the height near water, busy roads, power lines etc.
- DO** look at the weather conditions.
- DO** ensure fall arrest equipment, such as airbags or safety nets are used.
- DO** wear additional PPE such as a harness if necessary.
- DO** ensure that ladders are lashed near its top or footed to prevent it slipping.
- DO** ensure ladder is set at correct angle (4 up – 1 out).

- DO NOT** use a step ladder for periods longer than 10 minutes at a time.
- DO NOT** ladders, step ladders or platforms when the base/ground is unsuitable.
- DO NOT** overstretch on a ladder or platform.
- DO NOT** overload equipment for working at height.
- DO NOT** use defective or damaged equipment.
- DO NOT** climb ladders with heavily muddied boots.

Scaffold

Inspection of all scaffolds should be completed by a competent person.

- Before first use i.e. on handover.
- Every seven days.
- After any alteration, addition or dismantling.
- After any adverse weather conditions.

When the scaffold is not in use you should provide warning signs and prevent access to the danger zone.

Slips, Trips and Falls

Every 25 minutes someone breaks or fractures a bone due to slipping, tripping or falling at work. Over half of trip accidents are caused by poor housekeeping. Many of these problems can be easily solved by following the basic guidelines below.

- DO** ensure that all walkways are suitable for purpose and clear of any obstructions.
- DO** ensure you are wearing the correct footwear.
- DO** report spillages that could be considered hazardous to your supervisor.
- DO** use the correct skips/bins for waste materials.
- DO** keep your work area tidy at all times.

- DO NOT** ignore obstructions or continue to work in an untidy manner.
- DO NOT** trail leads across busy walkways or in areas accessible to the public.

Mobile Plant Hazards

Many different types of vehicle are used in the construction workplace including dumper trucks, HGV's, all-terrain vehicles and forklift trucks. Whether you personally operate the vehicle or work with those that do, by following the control measures outlined, your risk of injury becomes greatly reduced.

- DO** be aware of and adhere to designated traffic and pedestrian routes and signs.
- DO** Inspect any plant prior to use and report any damage or defects.
- DO** Take care when refuelling and only refuel in designated areas.
- DO** Be aware of any overhead lines.
- DO** adhere to speed limits and restrictions in place.
- DO** ensure that the driver has the appropriate licence, class/category and training for the vehicle being used such as CPCS, NPORS or UK Driving Licence.
- DO** ensure there is adequate provision of roll overprotective structures and seat restraints.
- DO** park on level ground ensuring buckets / shovels are resting on the ground.

- DO NOT** use a vehicle that is poorly maintained or has defective braking systems.
- DO NOT** take short cuts.
- DO NOT** forget to use both visual and audible warnings of approach.
- DO NOT** leave engine running when you are not in attendance.
- DO NOT** overload vehicle or plant.
- DO NOT** carry passengers unless in proper passenger seats.

Work Equipment

Hand-Held Tools

Work equipment includes hand-held tools – whether they are powered or not. This section deals with non-powered hand tools.

- DO** keep all tools in good condition with regular maintenance.
- DO** use the right tool for the job.
- DO** use tools in accordance to the manufacturer's instructions.
- DO** use properly, the right PPE (personal protective equipment).

DO NOT use damaged tools under any circumstances.

Abrasive Wheels



Nearly half of all accidents involving abrasive wheels are due to an unsafe system of work or operator error.

The following are among the main operating precautions to consider:

- Operators should be properly trained in the safe use of grinding machines.
- The floor immediately surrounding fixed grinding machines should be maintained in good condition, and free from obstruction. Splash guards should be used when appropriate to prevent the floor from becoming slippery.
- Mounting of abrasive wheels should only be done by appropriately trained people.
- The maximum operating speed marked on the wheel should **NEVER** be exceeded.
- The wheel guard should always be secured and properly adjusted before the wheel is run.
- Work rests should be kept adjusted as close as possible to the wheel. Lack of compensation for wheel wear is the main reason for the work rest to be out of adjustment. Work rests should therefore be inspected and adjusted at frequent intervals.

Dust

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) cover activities which may expose workers to construction dust.

Construction dust is not just a nuisance; it can seriously damage your health and some types can eventually even kill. Regularly breathing these dusts over a long time can therefore cause life-changing lung diseases.

Construction dust is a general term used to describe different dusts that you may find on a construction site. There are three main types:



- **Silica dust** – created when working on silica-containing materials i.e. concrete and mortar.
- **Wood dust** – created when working on softwood, hardwood and wood-based products like MDF and plywood.
- **Lower toxicity dusts** – created when working on materials containing very little or no silica. The most common include gypsum (e.g. in plasterboard), limestone, marble and dolomite.

Over 500 construction workers die from exposure to silica dust every year so the risks anyone who breathes in these dusts should know the damage they can do to the lungs and airways. Some lung disease, like advanced silicosis or asthma, can come on quite quickly.

The main dust-related diseases affecting construction workers are Lung cancer, Silicosis, Chronic obstructive pulmonary disease (COPD) and Asthma.

Construction workers have a high risk of developing debilitating or life-threatening diseases and by the time the symptoms are noticed, the damage is already done.

DO assess (the risks) – Look at the task, the tools, the work area, time constraints and frequency of the task to ascertain the level of risk involved.

DO control (the risks) – Order material sizes that don't need cutting, tools types (i.e. splitters rather than saw's), different methods of work, on-tool dust extraction, water dampening, RPE, screens, mechanical ventilation etc.

DO review (the controls) – Procedures to check work is done correctly and controls are working, maintain equipment, regularly clean or replace RPE/filters/extraction systems, provide adequate supervision and monitoring of workers.

COSHH

Hazardous materials that could be found on site are chemicals, dust (in high quantities), asphyxiates, such as Carbon Dioxide and Nitrogen, and Carcinogens, such as tobacco smoke. While you are on site, make sure you are aware of which hazardous materials are used and where they are kept.



Corrosive



Explosive



Oxidising



Flammable



Harmful/Irritant

DO always read the risk assessment.

DO familiarise yourself and understand the COSH assessment.

DO wear the correct PPE.

DO dispose of any materials in the correct manner.

DO wash hands after handling hazardous materials.

Hazardous materials can enter your body through inhalation, ingesting, injection by wounds or cuts, contaminated food or drink and absorption through the skin.

DO NOT ignore an increase in allergies such as asthma, rashes or if you start to feel unwell following exposure to hazardous materials go and see your doctor or go to accident and emergency immediately.

Respiratory Protection Equipment



DO It provides adequate filtration and an appropriate APF for the materials that you are working with.

DO make sure it is properly fitted by a competent person who has been properly trained.

DO make sure you maintain, examine and test RPE.

DO follow any instructions in the manual.

DO check air flow and air quality every three months.

DO NOT continue to work if you suspect the equipment is faulty.

DO NOT store your RPE in dirty or contaminated places.

Asbestos Awareness

Over 5000 people a year die from an asbestos related disease, 25% of these have worked or are working in the construction sector. There are three common types of asbestos in use in the UK:

Amosite has brown straight fibres and is sometimes known as Brown Asbestos. It has many uses being found in ceiling tiles, roofing, insulation, lagging (insulation felt) and reinforced asbestos plastics.



Crocidolite has blue straight fibres and is sometimes known as Blue Asbestos. Is the most hazardous of the amphibole as it contains sodium, iron and magnesium silicate. Not as widely used but was used for asbestos cement products.



Chrysotile has white curly fibres accounts for 95% of asbestos in products such as roofs, ceilings, walls and floors. Chrysotile asbestos also was used in automobile brake linings, pipe insulation, gaskets and boiler seals.



Working near undisturbed asbestos is perfectly safe, if it is in good condition and in a position where it cannot be damaged or disturbed it poses no risk. However, if asbestos exists on site, the employer / manager has a duty to:

- Ensure that a UKAS accredited asbestos consultant is appointed.
- Ensure that available information relating to the presence of asbestos is given to contractors.
- Provide guidance and training to employees.
- Ensure high potential incidents are investigated and reported.
- Ensure that records of exposure to asbestos are maintained.
- Seek further advice from health and safety support.

DO make sure you know if there is a risk of asbestos where you are working.

DO be aware of the 'safe working' procedure if there is asbestos.

DO if asbestos materials are likely to hinder or stop you working identify a work around with your manager.

DO advise the manager if you think you have discovered any asbestos containing materials.

Electrical Safety



Electricity can kill or severely injure people and cause damage to property. However, you can take simple precautions when working with or near electricity and electrical equipment to significantly reduce the risk of injury to you and others around you. This section provides a summary of those precautions.

The main hazards of working with electricity are:

- Electric shock and burns from contact with live parts
- Injury from exposure to arcing, fire from faulty electrical equipment or installations
- Explosion caused by unsuitable electrical apparatus or static electricity igniting flammable vapours or dusts, for example in a spray paint booth

DO ensure that you know how to use the electrical equipment safely.

DO make sure enough sockets are available. Check that socket outlets are not overloaded by using unfused adaptors as this can cause fires.

DO ensure there are no trailing cables that can cause you or others to trip or fall. Switch off and unplug appliances before cleaning or adjusting them.

DO look for electrical wires, cables or equipment near where you are going to work and remember electrical cables may be within walls, floors and ceilings etc.

DO ensure you have sufficient skills, knowledge and experience. Incorrectly wiring a plug can be dangerous and lead to fatal accidents or fires.

DO ensure any electrical equipment is suitable for use before using it and remains suitable by being maintained as necessary.

DO consider using a residual current device (RCD) between the electrical supply and the equipment, especially when working outdoors, in wet or confined places.

DO use 110v or cordless portable electrical tools.

DO ensure all electrical equipment is PAT tested every 3 months.

DO NOT use equipment if it appears to be faulty – have it checked.

DO NOT lift, pull, lower or carry electrical equipment by the wire/cable.

DO NOT leave cables where they can get wet, damaged or pulled from sockets.

DO NOT run power tools from any lighting circuit.

DO NOT tamper with electrical apparatus unless authorized & competent to do so.

Gas Safety



Plumbing and gas related work is highly specialised and potentially very dangerous if you are not properly trained or qualified.

All such work should be properly planned, only carried out by trained and competent contractors and adequate supervision should be provided.

The following must only be carried out by a Gas Safe registered engineer:

- Installing, repairing or servicing a gas boiler.
- Installing or repairing a gas fire, gas cooker or hob.
- Any other work on a heat producing appliance if it is connected to either a natural gas or liquid petroleum gas (LPG) supply.

Carbon Monoxide

Far more people are killed or sustain serious injuries from inhalation of toxic substances such as carbon monoxide (CO) than they do by burns. CO is a toxic gas but is difficult to detect as it's colourless, odourless and tasteless

Physical symptoms can be mistaken for food poisoning and include headaches, nausea, vomiting, dizziness, fatigue, and a feeling of weakness. The neurological symptoms include confusion, disorientation, visual disturbance and seizures.

The biggest source of carbon monoxide poisoning in the home is when a gas appliance has been incorrectly fitted or poorly maintained or when a flue, chimney or vent is in need of repair or is blocked, for example by a bird's nest.

When working in a domestic property, in the vicinity of gas appliances or pipes:

- DO** ensure there is plenty of ventilation when working in confined/enclosed spaces.
- DO** be aware of any gas appliances that might look in need of repair / replacement.
- DO** seek medical advice if you think you are suffering from CO poisoning.
- DO** open windows and doors if you suspect a leak.
- DO** extinguish all naked flames.
- DO** report any suspected Gas or CO leaks immediately.

Fire Safety

As soon as you start on a new site:

- DO** locate the fire escapes and fire assembly points.
- DO** locate the appropriate fire extinguishers.
- DO** make sure all flammable gases, liquids and materials are stored safely away from power tools and direct sunlight.



DO NOT block an escape route or walk past one that is blocked without alerting your supervisor.

DO NOT use power tools that pose a fire risk without the correct PPE, permits and appropriate training.



Fire action if you discover a fire



Operate nearest fire alarm point



Fire Brigade will be called automatically



Leave the building by the nearest exit



Report to your assembly point at



Do not stop to collect personal belongings



Do not use lift

If you discover a fire:

- DO** operate the nearest fire alarm point.
- DO** evacuate quickly in an orderly manner (**DO NOT** use the lift!).
- DO** assist disabled or any colleagues in difficulty to evacuate the building.
- DO** close the door behind you when you leave the room or building.
- DO** call 999 if safe to do so stating clearly that there is a fire and the location of the fire.
- DO** notify the senior person present that you have called the Fire Brigade.
- DO** go directly to the fire assembly point.
- DO** follow instructions given by the fire stewards, controllers and coordinators.

DO NOT attempt to tackle the fire yourself without the appropriate training.

DO NOT stop to collect tools or belongings.

DO NOT re-enter the building unless authorised to do so by the Fire Brigade.

Sharps

This should be used as a good practice guide of what to do when working in an environment where injury by needles and sharps is a risk. For more information you can visit the HSE website or Waste Industry Safety & Health Forum (WISH).



Hypodermic needles are the primary risks to those working within a domestic refurbishment or repairs & maintenance environment.

Risks following a skin puncture from a discarded needle can include Tetanus and blood borne diseases such as Hepatitis and HIV/AIDS.

DO wear gloves and use correct equipment to dispose of needle.

DO report the needle to your supervisor.

DO be alert at all times and look in obvious places for needles.

DO mark clearly any needles you find by covering it with a bucket or similar object.

DO NOT handle the sharp without the correct tools.

DO NOT attempt to re-sheath needle.

DO NOT throw in domestic waste bins.

DO NOT leave needles you have found un-marked.

DO NOT over fill a sharps box.



Needles can be found behind boilers, radiators, handrails, toilets. They can also be found within green waste, sacks of rubbish, down U bends / toilets, within wall cavities, ducting, under floorboards, behind light switches etc.

If you come into contact with a needle and suffer a puncture wound:

1. Encourage the wound to bleed, don't suck the wound.
 2. Rinse the wound thoroughly with clean running water or cleansing wipes.
 3. Cover the wound with a clean dry plaster.
 4. Report the incident immediately to your supervisor.
5. **Seek medical advice immediately and contact A&E**

Confined Spaces Regulations 1997

A confined space means any place, including chamber, tank, vat, trench, pipe, sewer, flue, well or similar space which, by virtue of its enclosed nature poses a foreseeable specified risk.



Specified risk – means a risk to any person at work of:

1. Serious injury from fire or explosion.
2. Loss of consciousness from an increase of body temperature.
3. Loss of consciousness or asphyxiation from gas, fumes, vapour or lack of oxygen.
4. Drowning from an increase in the level of liquid.

5. Asphyxiation from a free flowing solid or because of entrapment by it.

The regulation states the following:

- No person shall enter a confined space for any purpose unless it is not reasonably practicable to achieve that purpose with such entry.
- Other than in an emergency, no person shall enter, carry out work or leave a confined space otherwise than in accordance with a safe system of work, relevant to the specified risks.

DO NOT enter a confined space without the appropriate training.

Noise



Long periods of exposure to loud noises can cause temporary or even permanent hearing damage such as hearing loss, tinnitus and threshold shifts. In addition to reducing time exposure to the noise source, the following actions should be followed.

DO reduce the level of noise at source where possible.

DO ensure ear protection such as ear plugs or ear defenders are worn.

DO NOT take off ear protection at any time, or wear protection that is insufficient for the level of noise determined.

Hand-Arm Vibration (HAV)

The effects of vibration can be serious resulting in tingling in the fingers, numbness, blanching of fingers and even gangrene. Long term damage can be sustained to blood vessels, nerves, tendons, muscles and body organs.

There is a variety of equipment and processes that produce HAV such as:

- Grinding, sanding, polishing wood and stone.
- Cutting stone, metal and wood.
- Riveting, caulking and hammering.
- Compacting sand, concrete and aggregate.
- Drilling and breaking rock, concrete and road surfaces.
- Surface preparation including de-scaling and paint removal.

To minimise the risk of HAV:

DO ensure the equipment is well maintained.

DO ensure the equipment is suitable.

DO ensure that you know the maximum daily usage time for the tool you are using.

DO NOT use accessories that are not appropriate or that are badly fitted.

DO NOT misuse the tool at any time.

Hand Arm Vibration Safety		
Vibration in m/s^2		Maximum Daily Usage Time in Hours (ELV)
Below 5 LOW		8 Hours
5 to 10 MEDIUM		2 Hours
Over 10 HIGH		Assess risk

Whole Body Vibration (WBV)

WBV within the Construction Industry generally comes from driving vehicles such as forklift trucks and other construction plant over rough terrain or uneven surfaces.

Preventative and precautionary measures for both HAV and WBV are as follows:

- Eliminate vibration related or hazardous tasks by performing the job in a different way.
- Ensure the correct equipment is always used.
- Be aware of job rotation which may be used to reduce the length of time you are exposed to the hazard.
- Ensure you have sufficient information and training to use the equipment in a safe manner.

Mental Health

IOSH's first annual Construction Conference (November 2018) highlighted how work-related stress, depression and anxiety have overtaken musculoskeletal disorders as the most reported workplace health issue in the construction industry, with male site workers in construction being three times more likely to die by suicide than the average UK male.

Working within the construction industry can be both stressful and demanding – long working hours, hard physical work & some degree of uncertainty in the industry can all contribute to poor mental health.

Bromak are committed to, as far as reasonably practical, ensuring the wellbeing & ongoing preservation of the good mental health of all the company's temporary workers and employees. It is extremely important that you make sure you are taking care of your own mental health as a priority:

- DO** talk about your feelings.
- DO** take appropriate breaks.
- DO** stay active.
- DO** ask for help.

Should you feel you need to discuss any mental health concerns or emotional distress, Bromak have several appointed Mental Health First Aiders within the business that you are able to speak to for non-judgemental support. Contact your Consultant and ask to speak to a Mental Health First Aider.

Do you need help?

Construction Industry Helpline App – a free app available on Android or IOS devices. The app provides important information, support & advice on a variety of wellbeing topics (including stress, anxiety, depression, anger and suicidal thoughts). Alternatively, you can call the helpline on 0345 605 1956.

The Samaritans – call free on 116 123. The Samaritans offer a 24 hours a day, 365 days a year helpline. You can call for free at any time to discuss anything you're going through.

Mind – call **0300 123 3393** or text **86463**. Mind can provide guidance and information on a range of topics including different types of mental health problems and where to get help.

Campaign Against Living Miserably (CALM) – call **0800 58 58 58** or **0808 802 58 58** or **webchat** (www.thecalmzone.net/help/webchat/). The helpline and webchat are available 365 days a year, from 5pm – midnight.



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Our sister company, 3B Training, is able to provide quality, good value training courses nationwide to ensure that more and more people are correctly trained and working safely. They also provide a range of NVQs and eLearning courses. Our team can source and organise training for you.

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Directors Role For Health & Safety
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SMSTS
SMSTS Refresher
SSSTS
SSSTS Refresher
Temporary Works Coordinator
Temporary Works Supervisor

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CAT & Genny
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Confined Spaces
EUSR Excavation Safety
NRSWA
SHEA Gas Training
UKATA Asbestos Awareness

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COSHH
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Face Fit Testing Workshop
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Spill Response
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IOSH & NEBOSH COURSES

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IOSH Managing Safely
IOSH Working Safely
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WORKING AT HEIGHTS COURSES

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Scaffolding Inspection
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Safety Harness
Working At Heights Awareness

