

HEALTH AND SAFETY POLICY 2020/21

BROCKS

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1.0 Preface

Brocks Haulage Limited is a ground engineering company which facilitates civil engineering works and includes transport haulage & logistics.

From here on Brocks Haulage Limited will be referred to as 'the Company'.

This document is the Health & Safety Policy and Environmental Policy for works carried out by, or on behalf of, Brocks Haulage Ltd. The document contains the policy statements and regulations that need to be followed to ensure the continued health, safety and welfare of its employees and contractors whilst continuing to comply with the legislation that governs the work we undertake.

This is a comprehensive document that comprises of the following three sections:

- The Health & Safety Policy Statement.
- The Organisational Duties.
- The Company's Policy's and Main Statutory Instruments.

Health & Safety Policy Statement – A general statement of the intentions of the Brocks Haulage Limited in regard to health and safety. The policy statement is signed and dated by Brocks Haulage Limited therefore indicating that health and safety is highly regarded and that commitment comes from the 'top'.

The Organisational Duties – This section commences with a chart showing the safety structure of the company that is then followed by a list of individual responsibilities of personnel and contractors.

Policy's– In order to reduce accidents and incidents, all personnel and contractors must adhere to the policies whilst carrying out the company's undertakings.

Where help is needed, the company engages the services of our appointed Safety Consultants Source to Safety Ltd, for safety auditing, site safety inspections, advice on training and, should the need occur, to investigate or advise on accidents.

Brocks Haulage Limited accepts that the overall responsibility for health and safety belongs to the corporate mind behind the company. This is reflected in the Company Organisation Chart where the head of the organisation is 'Responsible for Health and Safety'.

2.0 Glossary of Acronyms

A.C.o.P	-	Approved Code of Practice
BS	-	British Standard
CE	-	European Conformity (To European Standards)
Client	-	Brocks Haulage Ltd
HSE	-	Health and Safety Executive
INDG	-	Industry Guidance Note
STS LTD	-	Source to Safety Ltd

3.0 Health & Safety Policy – Statement of Intent

The Director of Brocks Haulage Limited believes that industrial safety and health is of fundamental importance in the conduct of the company's operations. The declared policy of the company is to maintain a safe & healthy environment, to set and maintain high standards of health and safety practice and enlist the active support of all employees in achieving these ends.

At Brocks Haulage Limited we will ensure that we, so far as is reasonably practicable:

- provide adequate control of the health and safety risks arising from our work activities;
- consult with our employees on matters affecting their health and safety;
- provide and maintain safe plant and equipment;
- ensure safe handling and use of substances;
- provide information, instruction and supervision for employees;
- ensure all employees are competent to do their tasks, and to give them adequate training;
- prevent accidents and cases of work-related ill health;
- Maintain safe and healthy working conditions; and to review and revise this policy as necessary at regular intervals.

These provisions will be implemented in accordance with the requirements of the Health and Safety at Work Act 1974 and associated legislation made under the Act.

The Directors accept that health and safety are management responsibilities, and will provide adequate resources to ensure that all legal obligations are met, but they depend on the co-operation of all employees to make the policy successful.

It is the duty of all employees and sub-contractors to comply with the safety policy at all times, and to act responsibly, and do everything that they can to prevent injury to themselves, other employees, and the public at large.

The Directors of the Company will monitor the operation of this policy. The organisation and arrangements of this policy will be displayed in the Company Office and work place for inspection by all employees

Signed



William Brown

Dated 1st August 2020

Signed



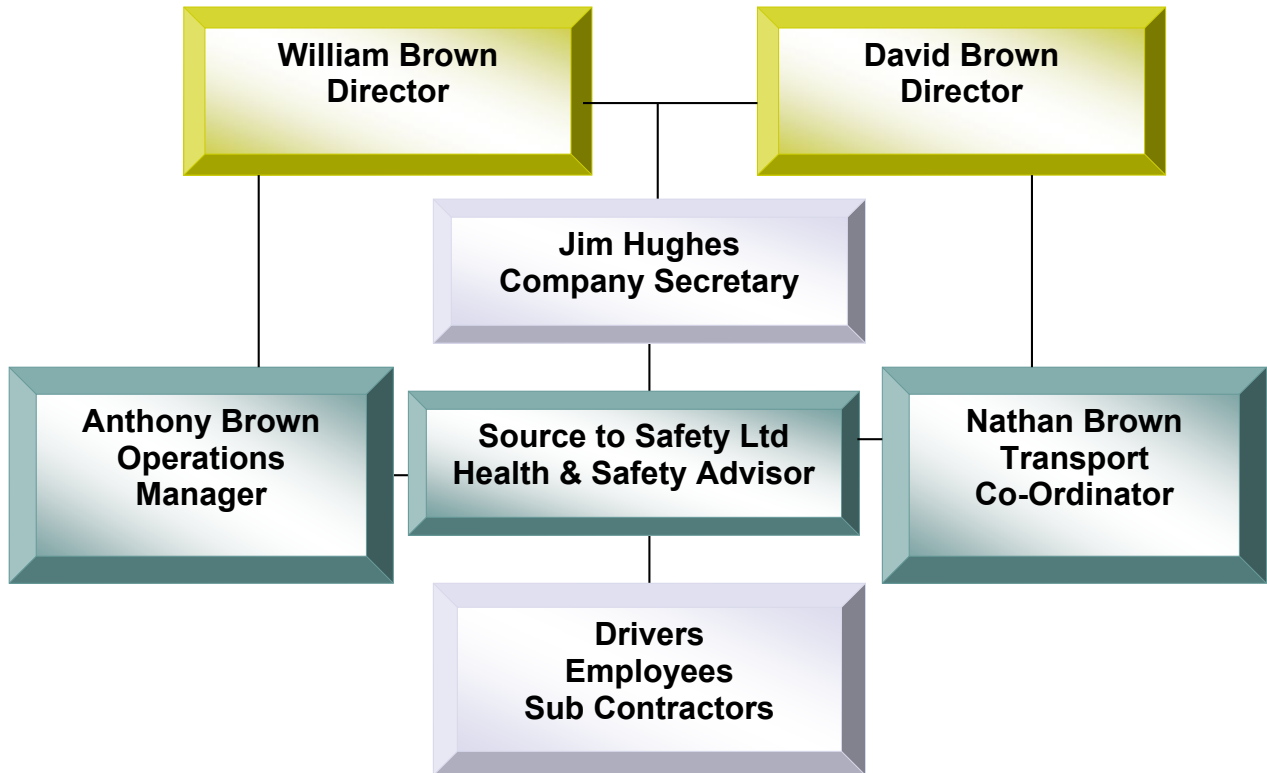
David Brown

Review date August 2021

4.0 Organisation – Duties, Roles and Responsibilities

4.1 Organisation Chart

Brocks Haulage Limited have identified and included specific responsibilities in relation to health and safety as they relate to each post in their organisation.



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4.2 Directors

The Directors have ultimate responsibility for ensuring that Brocks Haulage Limited fulfils its legal responsibilities, that policy objectives are achieved and that effective management is in place for the achievement of the policies concerned with health, safety, welfare and environmental protection. They will also ensure that Company policies are reviewed as appropriate in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, they will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

4.3 Manager /Site Supervisor

(Please refer to the Organisation chart)

The Manager is responsible for implementing this Health and Safety Policy, encouraging and assisting in developing safety procedures and ensuring that established rules and safe working practices are adhered to. They must also ensure that employees are properly trained and receive the support they need to perform their duties.

The Company will:

- Ensure that necessary consideration is given at all times to the requirements of Brocks Haulage Limited Health and Safety Policy and, in particular, to the following:
 - Safe methods of working.
 - Induction training including health and safety matters.
 - Welfare facilities.
 - Fire precautions.
 - Hazards arising from work activity
 - Carrying out workplace inspections and advising as and where necessary to improve methods of working.
 - Investigating accidents and dangerous occurrences and recommending means of preventing recurrence.
 - Advising and assisting with safety training of personnel.
- They know their own, and other persons', responsibility for implementing the Health and Safety Policy.
- All accidents and dangerous occurrences are fully investigated and preventive actions are recommended in close liaison with the Health and Safety Advisor.
- Documented safe systems of work are implemented and are adhered to
- They are aware of, and implement, all safe working practices and procedures.
- All necessary arrangements are made and maintained in respect of emergency plan(s) and procedures.
- All relevant statutory records are regularly maintained and inspected.
- Ensuring that all activities carried out by Company employees will not create a risk or hazard to anyone (both employees and non-employees)
- Ensuring, likewise, that no operation carried out by contractors will place employees, or members of the public, at risk.
- Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk.
- Ensuring that where health and safety training needs are identified, arrangements for training will be made as appropriate.
- Ensuring that all Company procedures are adhered to at all times.

4.4 Source to Safety Ltd (Safety Adviser)

Brocks Haulage Limited has appointed Source to Safety Ltd (STS Ltd) as their Health and Safety Adviser and Competent Person to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The Health and Safety Adviser advises the company on the day-to-day implementation of the Company's general health and safety policies, the established schedules and safe working practices, and for providing employees with information about precautions in general.

They are additionally responsible for the introduction of remedial measures to reduce or eliminate unsafe acts or conditions.

Their responsibilities also include informing, instructing, training and supervising employees in safer methods of work, and investigating accidents that occur in their area or to an employee who reports to them.

The Health and Safety Adviser has the responsibility to advise on and for:

- Ensuring Brocks Haulage Limited is aware of statutory obligations and recommended Codes of Practice.
- Advising the Company of their responsibilities for accident prevention and avoidance of health and safety hazards.
- Interpreting and keeping the Company and Employees informed of new and developing legislation and other standards.
- Advising where improvements in health and safety standards or practices are appropriate.
- Regular health, safety, and housekeeping inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining health and safety records required by the Company.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes in existing ones.
- Overseeing and reviewing accident investigations and assist in preparing statistics to enable monitoring of health and safety performance.
- Identifying health and safety training needs and advising on suitable training programmes.
- The provision of first-aid, fire safety, and emergency procedures is suitable.

4.5 Employees

All Employees of Brocks Haulage Limited will ensure that:

- They are fully conversant with this Safety Policy.
- They co-operate with the Company in meeting its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- No-one intentionally or recklessly interferes with or misuses anything provided in the interest of health and safety.
- All accidents, dangerous occurrences, and near misses are immediately reported verbally to their Company.
- They are fully conversant with all emergency procedures applicable to the area in which they are working.
- All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects reported immediately to their Company.
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to their Company either verbally, by telephone or e-mail.
- During the course of their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided within the following categories:
 - Arranged, provided and/or otherwise approved by the Company.
 - Provided by the company with specific authorisation that they may be used by employees of the Company.
 - Provided for unrestricted use by members of the general public.

4.6 Sub-contractors' Duties

All Sub-contractors will ensure that:

- They are fully conversant with Brocks Haulage Limited Safety Policy.
- They co-operate with the Company in meeting its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- No-one intentionally or recklessly interferes with or misuses anything provided in the interest of health and safety.
- All accidents, dangerous occurrences and near misses are immediately reported verbally to their Company.
- They are fully conversant with all emergency procedures applicable to the area in which they are working.
- All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects reported immediately to their Company.
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to their Company either verbally, by telephone or e-mail.
- During the course of their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided within the following categories:
 - Arranged, provided and/or otherwise approved by the Company.
 - Provided by the company with specific authorisation that they may be used by employees of the Company.
 - Provided for unrestricted use by members of the general public.

4.7 Designated Responsibilities

Topic	Personnel
Health and safety administration	Anthony Brown\Nathan Brown\Graham Dockrill
Facility administration	Anthony Brown\Nathan Brown\Graham Dockrill
Procedures for serious and imminent danger	Anthony Brown\Nathan Brown\Graham Dockrill
Display screen equipment assessments	Graham Dockrill
Manual handling assessments	Graham Dockrill
COSHH assessments	Graham Dockrill
First Aid	Nathan Brown
Work activity risk assessments	Anthony Brown\Nathan Brown\Graham Dockrill
Vetting sub-contractors	Anthony Brown\Nathan Brown\Graham Dockrill
Site inspections	Anthony Brown\Nathan Brown\Graham Dockrill
Audits	Graham Dockrill

5.0 Arrangements and Procedures

5.1 Visitors and Third Parties

Company premises

Visitors to the company premises may not be aware of the risks associated with the site, therefore all visitors must:

- Proceed, on arrival to the reception/office area
- Complete the visitors book requirements
- Be accompanied by the person they are visiting, who in turn is responsible for the visitor's safety and ensuring that visitors are aware of any hazardous process or situation they may be exposed to.

Site locations/work areas/premises

Any visitors to work location that are under the control of Brocks Haulage Limited may not be aware of the risks associated with the site, therefore all visitors must:

- Have authorisation from Brocks Haulage Limited to be in the work area.
- Comply with the site rules that are communicated on arrival.
- Adhere to any designated traffic / pedestrian routes.
- Stay within the site area they have nominated or instructed to visit.

5.2 Safety Training

Preventing accidents and ill health caused by work is a key priority for everyone at Brocks Haulage Ltd. The Directors recognise that competent employees are valuable and that providing health and safety information and training helps them to:

- Ensure their employees are not injured or made ill by the work they do
- Develop a positive health and safety culture, where safe and healthy working becomes second nature to everyone;
- Find out how health and safety could be managed better;
- Meet legislative requirements

Brocks Haulage Limited ensures that health and safety issues form an integral part of induction training and ongoing employee development. The Directors are aware that effective training will contribute towards making employees competent in health and safety and help avoid the distress that accidents and ill health cause.

A work based competency matrix will be established for all employees. This matrix will provide the Directors with sufficient information to create a rolling employee training and development plan. The competency matrix will be reviewed on an annual basis, as a minimum, by Brocks Haulage Limited Directors assisted by the appointed Health and Safety Advisor.

Records of all training will be included on the competency matrix and copies of attained certification kept on employee personnel files.

5.3 Lone Working

Brocks Haulage Limited endeavour to avoid lone working whenever possible, however, employees do work alone which may involve work based activities at either the company premises or when visiting/working at clients premises. The company recognises and accepts that it is essential that they remain safe at all times whilst working on behalf of Brocks Haulage Ltd. Employees are provided (where appropriate) with a mobile telephone (or they can use their own) which will enable communications between a lone worker and their appointed Supervisor.

All employees must:

- Ensure they are aware of this lone working procedure and any supporting information;
- Ensure they have read the outcomes of any specific risk assessments that have been compiled for the project they are working on;
- Ensure they adhere to any systems developed for their protection while working alone;
- Take personal responsibility for sharing information regarding their whereabouts (time out, location being visited, contact details, expected time of return)
- Report any incidents concerning lone working to enable systems to be reviewed and revised.
- If not returning to the base at the end of the last visit each employee member must notify their Supervisor to inform them they have left their client/location and they are okay or otherwise

5.4 Protection of Young Persons

Brocks Haulage Limited will ensure that young persons (under 18 years of age) employed by them are protected at work from any risks to their health and safety which are a consequence of their lack of experience or because they have not yet fully mentally and physically matured; therefore a specific risk assessment will be undertaken before work commences as part of the induction process for young persons.

Where this concerns a child (not over compulsory school age), in addition to this assessment, it must be communicated to a person having parental responsibilities/rights for that child. Where the young person is on a 'relevant' scheme i.e. work placement, then the placement organisation must be involved in the assessment process.

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

1. Accessing scaffolding at all levels
2. Woodworking machinery
3. Mobile plant
4. Lifting appliances
5. Acting as slinger/banksman in lifting operations.

5.5 Refusal to work on the grounds of Health and Safety

Brocks Haulage Limited will take all reasonable measures to ensure that those persons covered by this process (employees, self-employed, sub-contractors) are aware that their continued employment will not be effected in the event of any invoking of this policy.

Brocks Haulage Limited will take all reasonable measures to prevent, so far as it is reasonably practical, any invocation placed on any person by this policy by planning safe working conditions and taking all factors into account.

Employees, self-employed and sub-contractors of Brocks Haulage Limited will at all times exercise diligence in monitoring their safe working environment for themselves and other persons in the working area

It is a condition that all employees, self-employed and sub-contractors shall comply with the following:

- *If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all, they must bring their concerns to the attention of their direct supervisor so it can be investigated and resolved locally, if possible.*
- *If a Supervisor or a member of Brocks Haulage Limited cannot be immediately contacted the work should Stop. Do not recommence working operations again until ALL of the risks have been adequately identified and controlled, in addition, warn others of the dangers and concerns that you have.*
- *Double check that there are no instructions or information available locally to resolve the issue.*
- *If the Supervisor does not support the concern, a "second opinion" is to be sought to either verify the findings or support the concerns*
- *Ensure that the employee clearly describes what the concerns or issues actually are.*
- *Providing the concern is genuine, even if it is ultimately seen to be unfounded then the employee will not be the subject of any detrimental action by the company.*

This process is applicable to all employees and/or sub-contractors if appropriate.

5.6 Chemical (Hazard Information & Packaging for Supply) Regulations 2009

Why is CHIP 4 legislation included in transport /logistics H&S Policy? It is important for the company to be aware that when transporting chemicals or other hazardous products they are aware of the requirements of this legislation. The haulier needs to identify transportation codes on vehicles and ADR [ADR - Accord dangereux routier (European agreement concerning the international carriage of dangerous goods by road) standardises the requirements for transportation. The suppliers of these chemicals are required to provide them safely the client is able to influence the project stakeholders, users, handlers etc when considering the supply of these products to industry.

CHIP, came into force on 6 April 2009. These regulations are also known as CHIP4. CHIP is the law that applies to suppliers of dangerous chemicals. Its purpose is to protect people and the environment from the effects of those chemicals by requiring suppliers to provide information about the dangers and to package them safely.

CHIP requires the supplier of a dangerous chemical to:

- Identify the hazards (dangers) of the chemical. This is known as 'classification';
- Give information about the hazards to their customers. Suppliers usually provide this information on the package itself (eg a label); and
- Package the chemical safely.

NOTE: Safety data sheets (SDS) are no longer covered by the CHIP regulations. The laws that require a SDS to be provided have been transferred to the European [REACH Regulation](#).

'Supply' means making a chemical available to another person. Manufacturers, importers, distributors, wholesalers and retailers are all examples of suppliers.

CHIP applies to most chemicals but not all. The details of the scope are set out in the regulations. Some chemicals, such as cosmetics and medicines, are outside the scope and have their own specific laws.

The CHIP regulations will gradually be replaced by the European [Regulation on Classification, Labelling and Packaging of Substances and Mixtures](#) - known as the CLP Regulation.

The Project stakeholders will need to take appropriate action to safeguard the workforce by conducting COSHH assessments and disseminating these to those that need to be aware. Project and site staff will need to record the findings of these assessments and keep them on site.

5.7 Confined Spaces Regulations 1997

Brocks Haulage Limited will ensure that all stakeholders in the company's operations are aware of the dangers of confined spaces at work on operations or works as defined in CDM 2015. Confined spaces are often found on construction projects and it is important for the client to be aware that when planning a new project it may produce confined spaces. These are places which are substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen). These include but are not limited to;

- Storage tanks
- Silos
- Reaction vessels
- Enclosed drains
- Sewers

Others may be less obvious, but can be equally dangerous, for example:

- Open-topped chambers
- Vats
- Combustion chambers in furnaces etc
- Ductwork
- Unventilated or poorly ventilated rooms.

It is not possible to provide a comprehensive list of confined spaces. Some places may become confined spaces when work is carried out, or during their construction, fabrication or subsequent modification.

5.9 Construction (Design and Management) Regulations 2015

Where Brocks Haulage Limited is appointed as the Role defined in the following chart i.e. Client, Designer, Principal Contractor or a Contractor by a Principal Contractor the following arrangements will be managed.

Role	All construction projects (Part 2 of the Regulations)	Additional duties for notifiable projects (Part 3 of the Regulations)
Contractor OP HS – 199	<p>No contractor shall carry out construction work in relation to a project unless any client for the project is aware of his duties under the Regulations.</p> <p>Every contractor shall plan, manage and monitor construction work carried out by him or under his control in a way which ensures that, so far as is reasonably practicable, it is carried out without risks to health and safety.</p> <p>Every contractor shall ensure that any contractor whom he appoints or engages in his turn in connection with a project is informed of the minimum amount of time which will be allowed to him for planning and preparation before he begins construction work.</p> <p>Every contractor shall provide every worker carrying out the construction work under his control with any information and training which he needs for the particular work to be carried out safely and without risk to health, including—</p> <ul style="list-style-type: none"> • Suitable site induction, where not provided by any principal contractor; • Information on the risks to their health and safety— <p>(a) Identified by his risk assessment under regulation 3 of the Management of Health and Safety at Work Regulations 1999, or</p> <p>(b) Arising out of the conduct by another contractor of his undertaking and of which he is or ought reasonably to be aware;</p> <p>(c) The measures which have been identified by the contractor in consequence of the risk assessment as the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions;</p> <p>(d) Any site rules</p> <p>(e) The procedures to be followed in the event of serious and imminent danger to such workers; and</p> <p>(f) The identity of the persons nominated to implement those procedures.</p>	<p>Where a project is notifiable, no contractor shall carry out construction work in relation to the project unless;</p> <p>(a) He has been provided with the names of the Principal Designer and principal contractor.</p> <p>(b) He has been given access to such part of the construction phase plan as is relevant to the work to be performed by him, containing sufficient detail in relation to such work.</p> <p>(c) Notice of the project has been given to the HSE, or as the case may be the Office of Rail Regulation, under regulation 21.</p> <p>Every contractor shall,</p> <p>(a) Promptly provide the principal contractor with any information (including any relevant part of any risk assessment in his possession or control) which,</p> <p>(i) Might affect the health or safety of any person carrying out the construction work or of any person who may be affected by it.</p> <p>(ii) Might justify a review</p>

<p>Contractor – Cont'd OP HS - 199</p>	<p>Every contractor shall in the case of any of his employees provide those employees with any health and safety training which he is required to provide to them in respect of the construction work by virtue of regulation 13(2)(b) of the Management of Health and Safety at Work Regulations 1999.</p> <p>No contractor shall begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.</p> <p>Every contractor shall ensure, so far as is reasonably practicable, that the requirements of Schedule 2 are complied with throughout the construction phase in respect of any person at work who is under his control.</p>	<p>of the construction phase plan.</p> <p>(iii) Has been identified for inclusion in the health and safety file in pursuance of regulation 22(1)(j);</p> <p>(b) Promptly identify any contractor whom he appoints or engages in his turn in connection with the project to the principal contractor.</p> <p>(c) Comply with the following;</p> <p>(i) Any directions of the principal contractor given to him under regulation 22(1)(e), and</p> <p>(ii) Any site rules.</p> <p>(d) Promptly provide the principal contractor with the information in relation to any death, injury, condition or dangerous occurrence which the contractor is required to notify or report under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013(8).</p> <p>Every contractor shall;</p> <p>(a) In complying with his duty under regulation 13(2) take all reasonable steps to ensure that the construction work is carried out in accordance with the construction phase plan.</p> <p>(b) Take appropriate action to ensure health and safety where it is not possible to comply with the construction phase plan in any particular case.</p>
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		(c) Notify the principal contractor of any significant finding which requires the construction phase plan to be altered or added to.
Workers / Everyone	<p>Check own competence.</p> <p>Co-operate with others and co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work.</p> <p>Report obvious risks.</p> <p>Comply with requirements in Schedule 3 and Part 4 of the Regulations http://http://www.legislation.gov.uk/uksi/2015/51/contents/made) for any work under their control.</p> <p>Take account of and apply the general principles of prevention when carrying out duties.</p>	

The Client will therefore need to ensure that any duty holders / stake holders under the CDM Regulations 2015 are adequately resourced and properly appointed.

Competency of ALL project stakeholders and staff being a vital pre-requisite in the safe completion of the project.

5.10 The Contaminated Land (England) (Amendment) Regulations 2012

Brocks Haulage Limited may propose to develop or operate on sites that could fall under this legislation and as such need to be aware of the requirements of the Contaminated land (England) Regulations 2006. In all such cases a full search of the UK land registry and legal system needs to be undertaken.

The following descriptions may apply to the site to be developed

- Land affecting controlled waters.
- Land which is contaminated land by reason of waste acid tars in, on or under the land.
- Land on which the purification (including refining) of crude petroleum or of oil extracted from petroleum, shale or any other bituminous substance.
- Land used in the manufacture or processing of explosives.

There are other types of site to which this legislation applies for a comprehensive list see the link: <http://http://www.legislation.gov.uk/uksi/2012/263/made?view=plain>

5.11 Control of Asbestos Regulations 2012*

Brocks Haulage Limited does not undertake any form of work associated with asbestos. If during the course of our work activities we discover the presence of "ACM's" (Asbestos Containing Materials) that will have an impact on our work, we will make the workplace safe and cease work immediately.

The company will be informed so that suitable arrangements will be introduced, if required a third party licensed contractor will be contacted to conducted assessments, sample


Brocks Haulage Limited

testing and removal of any suspect materials in accordance with the HSE licensing procedure.

If removing or delivering materials to and from sites, under the control of a Principal Contractor the company will ensure that a customers are provided with Waste Transfer Notes appropriate to the supply disposal of the products. Duplicate copies will need to be retained by the haulier.

Brocks Haulage Limited will not proceed with their removal / discharge work activity until confirmation can be given in writing that it is safe to carry on working.

*Control of Asbestos Regulations 2012

The Control of Asbestos Regulations 2012 [1] came into force on 6 April 2012, updating previous asbestos regulations to take account of the European Commission's view that the UK had not fully implemented the EU Directive on exposure to asbestos (Directive 2009/148/EC).

In practice the changes are fairly limited. They mean that some types of non-licensed work with asbestos now have additional requirements, i.e. notification of work, medical surveillance and record keeping. All other requirements remain unchanged. The new documentation for notification of notifiable work can be found on line on the following Hyperlink:

<https://extranet.hse.gov.uk/lfsrserver/external/asbnnlw1> (the form cannot be sent through the post)

5.12 Control of Lead at Work Regulations 2002

Brocks Haulage Limited will ensure no work liable to result in exposure to lead will start until the company has made a suitable and sufficient assessment to determine whether exposure is liable to be **significant**. The company will either prevent exposure to lead or where not reasonably practicable make sure exposure is adequately controlled by means other than PPE so far as is reasonably practicable. The company will provide medical surveillance where exposure is or is liable to be **significant** medical surveillance including biological or monitoring which will occur at frequencies between six months and annually.

The Brocks Haulage Limited Environmental Policy provides further information if required.

5.13 Control of Noise at Work Regulations 2005

Brocks Haulage Limited fully accepts the requirements placed upon them by these regulations. To enable Brocks Haulage Limited to fulfil the obligations placed upon them they will:

- Assess the risks to our employees from noise at work
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if noise exposure cannot be reduced enough by other methods.
- Make sure the legal limits on noise exposure are not exceeded.
- Provide employees with information, instruction, and training.
- Carry out health surveillance where there is a risk to health.

It is Brocks Haulage Limited policy to ensure that tools and equipment purchased and used by employees has noise reduction built into the design.

5.14 Control of Substances Hazardous to Health Regulations 2002

Brocks Haulage Limited will provide adequate control of exposure to substances by:

- Applying the eight principles of good practice
 1. *Design and operate processes and activities to minimise emission, release, and spread of substances hazardous to health.*
 2. *Take into account all relevant routes of exposure - inhalation, skin absorption, and ingestion - when developing control measures.*
 3. *Control exposure by measures that are proportionate to the health risk.*
 4. *Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.*
 5. *Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.*
 6. *Check and review regularly all elements of control measures for their continuing effectiveness.*
 7. *Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.*
 8. *Ensure that the introduction of control measures does not increase the overall risk to health and safety.*
- Ensuring that the Workplace Exposure Limit is not exceeded
- Ensuring that exposure to substances that can cause occupational asthma, cancer or damage to genes that can be passed from one generation to another; is reduced as low as is reasonably practicable.

5.15 Control of Substances Hazardous to Health Regulations 2004 (Amended)

Brocks Haulage Limited will provide adequate control of exposure to substances by adherence to the COSHH amendment regulations with regard to Cement exposure to operatives.

5.14 Control of Vibration at Work Regulations 2005

Brocks Haulage Limited will ensure a suitable risk assessment is carried out by the Health & Safety Advisor to assess the risk of both hand arm and whole body vibration to its employees.

The risk assessment will identify the control measures that Brocks Haulage Limited need to implement to ensure that exposure levels are reduced to an acceptable level to both Hand Arm Vibration Syndrome (HAVS) and Whole Body Vibration Syndrome (WBVS).

As a minimum Brocks Haulage Limited will ensure that;

- Suitable tools with vibration reduction features are used.
- Ensure working patterns are established to rotate and limit the time spent using vibratory tools.
- Supply and train employees in the correct use and storage of personal protective equipment (anti vibration gloves).
- Check for and encourage employees to report any signs or symptoms of HAVS/WBVS.
- Provide information and training to avoid unnecessary exposure to vibrations.

5.15 Dangerous Substances and Explosive Atmosphere Regulations 2002

Brocks Haulage Limited will ensure that where a dangerous substance is or **is liable** to be present a suitable and sufficient assessment of the risks will be completed by a competent person. The regulation imposes a duty to classify workplaces into hazardous and non-hazardous areas. These areas will be defined and signage indicating their location will be posted around the site. Where elimination of a substance cannot be achieved Brocks Haulage Limited will:

- Reduce the amount of dangerous substances to a minimum.
- The avoidance or minimisation of any release.
- Control the release at source, i.e. by extraction systems.
- Prevent the formation of an explosive atmosphere.
- Following any release, the safe collection, containment, and removal.
- Avoid ignition sources (Localised earthing arrangements before discharge of gas or fuel oil.
- Segregate incompatible substances.

The company will put in place procedures and arrangements necessary to deal with an accident, incident, or emergency relating to a dangerous substance in the workplace.

5.16 Electricity at Work Regulations 1989

Brocks Haulage Limited will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. Electrical equipment will be by the user to spot early signs of damage or deterioration. The operator's visual check will include:

- Switching off and unplugging the equipment before any checks.
- Checking that the plug is correctly wired (but only if they are competent to do so).
- Ensuring the fuse is correctly rated by checking the equipment rating plate or instruction book.
- Checking that the plug is not damaged and that the cable is properly secured with no internal wires visible.
- Checking the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector. Damaged cable will only be replaced with a new cable by a competent person.
- Checking that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Checking for burn marks or staining that suggests the equipment is overheating.
- Position any trailing wires so that they are not a trip hazard and are less likely to get damaged.

If employees are concerned about the safety of the equipment they are advised to stop it from being used and report the matter to their direct supervisor. The supervisor will arrange for a competent person to undertake a more thorough check.

Electrical equipment on construction sites will be treated in a more stringent manner due to the potentially harsh nature of the working environment.

Tools that use 110 V will be subjected to a thorough visual inspection on a weekly basis by the operator, a formal visual inspection by a competent person on a monthly basis and a combined inspection/test before use and at 3 monthly intervals thereafter.

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Where site rules allow the use of 240v tools will be restricted with the added protection of a suitable RCD.

Tools that use 240v will be subject to a thorough visual inspection by the operator on a daily/every shift basis, a formal visual inspection by a competent person on a weekly basis and a combined inspection/test before first use and then on a monthly basis thereafter.

Site Offices supplied by temporary single phase 230V or 415V three phase electrical supplies will need to be tested on a three monthly basis and the distribution sub-circuits protected by an RCD

Work "live" systems may only be undertaken if absolutely justified and by suitably trained and authorised persons, within a strict permit control system. It is company policy to supply and use 110.v for all tools. All electrical tools will be P.A.T. tested.

5.17 Gas Safety (Installation and Use) Regulations 1998

Brocks Haulage Limited needs to be aware that these Regulations shall **NOT apply** in relation to the supply of gas to, or anything done in respect of a gas fitting at, the following premises;

- A mine or quarry within the meaning of the Mines and Quarries Act 1954.
- A factory within the meaning of the Factories Act 1961.
- Agricultural premises, being agricultural land, including land being or forming part of a market garden, and any building thereon which is used in connection with agricultural operations.
- Temporary installations used in connection with any construction work within the meaning assigned to that phrase by regulation 2(4) of the Construction (Design and Management) Regulations 2015.
- Premises used for the testing of gas fittings.
- Premises used for the treatment of sewage.

However the regulations do apply to premises (or parts thereof) used for domestic or residential purposes or as sleeping accommodation.

Brocks Haulage Limited needs to be aware of the new HSE Gas Safety Register, **Gas Safe Register**



Gas Safe Register maintain the register of businesses and operatives who are competent to undertake both piped natural gas and liquefied petroleum gas (LPG) in Great Britain, Northern Ireland, the Isle of Man and Guernsey. Under the Gas Safety (Installation and Use) Regulations 1998 for a gas engineering business to legally undertake gas work that is within the scope of the Regulations they must be on the Gas Safe Register.

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Gas Safe registered engineers carry an identity card which consumers are encouraged to ask an engineer for before they have gas work carried out in their home. The front of the card has a photograph, a registration number and an expiry date and the reverse shows the different categories of work that the engineer is qualified to undertake, e.g. cookers, boilers, gas fires.

5.18 Health & Safety (Consultation with Employees) Regulations 1996

Brocks Haulage Limited consult with employees or their representatives on the following:

- the introduction of any work activity or issue which may substantially affect their health and safety at work, for example the introduction of new equipment or new systems of work.
- the contact details on the person nominated as the company competent person in regards to health and safety.
- information on the risks and dangers arising from the work activities, measures implemented to reduce or get rid of these risks and what employees should do if they are exposed to a risk.
- the planning/organisation for health and safety training

Additional information is displayed via the HSE poster displayed in the workplace, safety posters, leaflets, safety pamphlets and verbal safety information.

Brocks Haulage Limited encourages employees to take part in the spirit of the regulations by taking part in discussions with their supervisor/line manager. Any required actions from the discussions are agreed with both parties and escalated to senior management level for opinion and rectification where necessary. Any action taken as a result of the information given by an employee will be communicated directly to them.

Brocks Haulage Limited fully involves, or will involve, non-English speaking employees including labour only. The company appointed Health and Safety Advisors utilise documents that are readily available on the HSE web site in different languages. These documents and any specific site instruction will be aided by pictograms and interpreters if required

5.19 Health & Safety (Display Screen Equipment) Regulations 1992

Employees who uses display screen equipment e.g. PC/laptop users, are required to complete a work station self assessment form. Completed forms are reviewed by the Health and Safety Advisor and any issues or queries discussed with the DSE user. The assessments will consider factors such as the work station set-up, equipment (chair, keyboard, screen etc), the environment (lighting, heating etc) and types of work being completed. Brocks Haulage Limited ensure that free eyesight testing and correction is available for those employees identified as using DSE.

5.20 Health & Safety (First Aid) Regulations 1981 updated

Brocks Haulage Limited will ensure that a sufficient number of employees are identified and trained to be appointed persons and/or first aiders. The identity and location of the first aid personnel will be included on notice boards and the specific first aid signage. First aid kits will be located throughout the company. The first aid personnel will ensure that the kits remain suitably stocked.

OR

First Aiders have been trained and are located throughout the company premises. Due to the nature of our business i.e. working from numerous locations, employees must ensure they are aware of the site First Aid provisions.

OR

Brocks Haulage Limited utilise the first aid facilities and personnel at each site. Where a site has no existing facility the company management will make suitable arrangements to ensure a minimum of an "appointed person" is included in the site team. Each Company vehicle is equipped with a first aid kit and an additional kit is also stored at the company office, at least one of which is easily accessible to all employees at any one time during working hours. They are checked and restocked by the company every 3 months, unless the employee notifies the management that supplies have been used up, in which case items will be restocked as required.

5.21 Health & Safety (Information for Employees) Regulations 1989 (Poster)

These Regulations require information relating to Health, Safety and Welfare to be communicated to employees by means of posters or leaflets approved and published for the purposes of the Regulations by the Health and safety executive (Regulations 3 & 4).

A copy of the form poster or leaflet may be obtained from Her Majesty's Stationary Office.

The regulations also require the name and address of the enforcing authority and the address of the employment medical advisory service to be written in the appropriate space on the poster (regulation 5(1)), and where the leaflet is given the same information should be specified in a written notice accompanying it regulation 5 (3)).

The Regulations provide for the issue of certificates of exemption by the Health and Safety Executive (Regulation 6), provide for a defence for contravention of the Regulations (Regulation 7) and repeal, revoke and modify various enactments and instruments relating to the provision of information to employees (Regulation 8).

These Regulations do not apply to the master and crew of a sea going ship (Regulation 2(4)).

5.22 Health & Safety (Safety Signs & Signals) Regulations 1996

Brocks Haulage Limited will provide specific safety signs whenever there is a risk that has not been avoided or controlled by other means, e.g. by engineering controls and safe systems of work.

Brocks Haulage Limited will ensure:

- Where required or necessary, the use of road traffic signs within workplaces to regulate road traffic.
- Maintenance of any safety signs which have been provided by them,
- Unfamiliar signs are explained to their employees and tell them what they need to do when they see a safety sign.

5.23 Lifting Operations and Lifting Equipment Regulations 1998

Brocks Haulage Limited will ensure that lifting equipment will be subjected to an assessment to ensure the equipment is suitable for the intended task. This assessment will ensure that lifting equipment provided for use at work is:

Strong and stable enough for the particular use and marked to indicate safe working loads

Positioned and installed to minimise any risks

Used safely. i.e. the work is planned, organised and performed by competent people

Subject to ongoing thorough examination and, where appropriate, inspection by competent people.

Lifting equipment includes any equipment used at work for lifting or lowering loads including attachments used for anchoring, fixing or supporting it. A wide range of equipment is covered by these regulations including, cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts etc.

LOLER does not apply to escalators; these are covered by more specific legislation, i.e. the Workplace (Health, Safety, and Welfare) Regulations 1992.

5.24 Management of Health & Safety at Work Regulations 1999

Brocks Haulage Limited will make, and give effect to, appropriate arrangements for effective preventive or protective measures identified as a result of risk assessments. The Directors assisted by the Health & Safety Advisor will ensure that:

- All premises and activities subject to risk assessments are assessed in accordance with the relevant legislation using an appropriate documented format.
- Such assessments are repeated whenever any of the following factors occur:
 - Change in legislation.
 - Change in control measures.
 - Significant change in work carried out.
 - Transfer to new technology.
 - Original assessment is no longer valid.
- Assessments are recorded and copies held in Health & Safety manual located at the company premises at Arnold House
- The results of all such assessments are communicated to and available for inspection by all employees.
- All assessments identify necessary protective and preventive measures.

Brocks Haulage Limited monitor safety performance on an informal daily basis by ensuring health and safety issues are discussed with the workforce during pre and post commencement meetings.

Company vehicles are subject to routine inspections following a set format ensuring that the required standard is achieved and maintained.

Random site inspections are carried out to monitor performance and ensure that all Brocks Haulage Limited site employees are aware of the standards that have been set and are required.

The company have appointed Source to Safety Ltd as their competent source for assistance and advice. The STS Advisor compiles a report following each visit detailing topics discussed and any actions required for completion.

5.25 Manual Handling Operations Regulations 1992

Brocks Haulage Limited are aware of the requirements placed upon them as an employer by the regulations. In order to meet these legislative requirements and to protect those employees who may be affected by manual handling activity the company will:

- So far as is reasonably practicable, avoid the need for hazardous manual handling.
- Conduct a suitable risk assessment from any hazardous manual handling that can't be avoided.
- So far as is reasonably practicable, reduce the risk of injury from hazardous manual handling.

Manual handling risk assessments will be conducted by the Health and Safety Advisor and will take into account:

- the task being completed and how the risk(s) can be reduced
- the individual(s) conducting the task and any training requirement
- The load involved in the activity and any method that could be used to reduce it to a more manageable size.
- The work environment where the activity will take place.

Employees of Brocks Haulage Limited are made aware of their responsibilities and duties during the induction process and via a manual handling guidance document. All employees will:

- Follow any implemented safe systems of work.
- Use any supplied equipment in the manner they have been trained to do.
- Co-operate Brocks Haulage Limited on health and safety matters.
- Tell their line manager/supervisor if they identify hazardous handling activities.
- make sure that their work activities do not put others at risk

5.26 Personal Protective Equipment at Work Regulations 1992

Brocks Haulage Limited recognises that this regulation clearly states that Personal Protective Equipment should only be used when risks cannot be avoided or sufficiently reduced by other preventive measures or through work re-organisation. The company will ensure that there is sufficient supply of PPE when required and all employees are suitably trained in the safe storage and use of PPE.

All PPE issued must be stored as per the manufacturers specification.

It is the employees and sub contractors duty to not misuse or interfere with any Health and Safety equipment including PPE supplied for their safety.

5.27 Pressure Systems Safety Regulations 2000 (PSSR)

The duties imposed by PSSR relate to pressure systems for use at work and the risk to health/safety.

The aim of these Regulations is to prevent serious injury from the hazard of stored energy as a result of the failure of a pressure system or one of its component parts.

Before using any qualifying pressure equipment (new or otherwise), a written scheme of examination (WSE) must be in place, and an examination undertaken.

Pressure systems are defined as:

- A system comprising one or more pressure vessels of rigid construction, any associated pipe work and protective devices

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- The pipe work with its protective devices to which a transportable pressure receptacle is, or is intended to be, connected
- A pipeline and its protective devices

5.28 Provision and Use of Work Equipment Regulations 1998

Brocks Haulage Limited Directors ensure suitable equipment is provided and an assessment of risk is carried out. The assessment considers the current provision of protection and preventative measures. All users of Company tools and equipment will be suitably trained in their use. Tools will be checked prior to use and will be maintained in good working order. Brocks Haulage Limited will carry out periodic inspection of tools and record details on a register.

On occasions Brocks Haulage Limited may need to hire in equipment due to specialised work or quantity of work. The equipment will only be obtained from approved hire company's who supply the appropriate training and supporting documentation to ensure all employees and sub-contractors are suitably trained in the use of the equipment.

5.29 Regulatory Reform (Fire Safety) Order 2005

Brocks Haulage Limited will make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order. The nature of the assessment will vary according to the type and use of the premises, the persons who use or may use the premises, and the risks associated with that use. A risk assessment will be reviewed regularly by the Brocks Haulage Limited to keep it up to date, valid and to reflect any significant changes that may have taken place.

The fire procedures will be under the control of the Brocks Haulage Limited management, assisted by the Health and Safety Advisor. The company will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of fire fighting equipment, emergency lighting and alarm systems is completed. The Health and Safety Advisor will conduct regular fire assessments and through the management structure implement control measures to reduce the risk. The Fire Evacuation Procedure will be published on the office notice board.

Personnel working at customer premises or sites must observe all Fire Precaution Notices and Fire Prevention Measures put in place and make themselves familiar with Site Fire Evacuation Procedures.

5.30 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Accidents (no matter how minor an injury may be), incidents, and near misses will be included in the accident book located at the company premises.

An investigation will be carried out by the appointed Health & Safety Advisor where an accident/incident occurs involving an employee. The investigation will establish the actual or underlying cause of the incident and will enable Brocks Haulage Limited to instigate additional control measures to prevent re-occurrence.

The company recognises their legal duties under RIDDOR that require them to report and record some work-related accidents by the quickest means possible.

Brocks Haulage Limited WILL report:

- Deaths;
- Specified Injuries to workers;
- Over-7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7* consecutive days;
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- Some work-related diseases;
- Dangerous occurrences – where something happens that does not result in an injury, but could have done;

If an accident has occurred in a work situation the Directors will contact the Health and Safety Advisor to discuss the necessary course of action. Relevant accidents/incidents will be reported via the Incident Contact Centre (ICC) when required.

5.31 Smoke-Free (Premises Enforcement) Regulations 2006 (England)

On July 1st 2007, England introduced a new law to make virtually all enclosed public places and workplaces in England smoke-free. A smoke-free England ensures a healthier environment, so everyone can socialise, relax, travel, shop and work free from secondhand smoke.

The following website:

<http://collections.europarchive.org/tna/20110202220654/http://www.smokefreeengland.co.uk>

Provides information about the legislation and lets you know how you can play an important part in maintaining a smoke-free England.

Members of the public who wish to report a breach of the new law should call **0800 587 1667**. More about compliance

Smoking in smoke-free premises or vehicles is against the law. The person with management responsibility for the premises or vehicle is legally responsible for preventing smoking as well. The guidance that businesses have received from the Department of Health includes advice on the steps that can be taken if someone smokes in a smoke-free place. This flowchart suggests reasonable steps that could be taken to deal with smoking in any smoke-free premises or vehicle.



5.32 Supply of Machinery (Safety) Regulations 2008

These regulations require Brocks Haulage Limited to know the UK legal requirements for supply of machinery.

What you must do

All suppliers must supply safe work equipment, whether this is new, second-hand or hired out. They should make [reasonable checks](#) that the products they supply are safe, including - as is required in most cases - making sure the product is [CE marked](#) and supplied with relevant information, including the [instructions for use](#).

First importers from outside the [EEA](#) of ready-to-use new products subject to European [product safety law](#) which are not CE marked will have to take on the full responsibilities for product conformity, including CE marking, before they can place new products on the market. This will also apply to users who directly import new equipment from outside the EEA for use in their own workplace.

Hirers have additional ongoing duties for the health and safety of the products they hire out in the course of their business, whether they are used at work or not. These include maintaining the equipment, providing information on how to use it and, in some cases (eg electrical or lifting equipment, pressure plant and safety harnesses), ensuring the product is thoroughly examined for safety before it is made available for use.

If you are concerned about the safety of a new product because of its design or construction, or if it is not complete, you should firstly contact the manufacturer to remedy the matter and consider making the product unavailable until this is remedied. Where there is a significant risk to safety or health, you should (where possible) contact anyone previously supplied to make them aware of your concerns. In these cases you should also contact the [relevant market surveillance authority](#), providing full details.

What you should know

New work equipment, and second-hand equipment not previously used in the EEA, is subject to [UK law](#) which implements common [European requirements](#) for safety and health. These requirements also apply to any work equipment (new or otherwise) not previously placed on the European market, such as machinery imported directly from outside the [EEA](#). [Most](#) new equipment must be supplied CE marked with user instructions in English and accompanied by a unique certificate known as a [Declaration of Conformity](#). New [partly completed machinery](#) will not be CE marked but must be supplied with a [Declaration of Incorporation](#) and suitable instructions.

Work equipment which is not new, but has previously been used in the EEA, is subject to [section 6 of the Health and Safety at Work etc Act 1974](#) (HSW Act) in that - so far as reasonably practicable - it must be safe and pose no risk to health when being used, set, cleaned or maintained as intended. Instructions for safe use must also be provided, together with any subsequent revisions of that information necessary for continuing safety. People hiring out or supplying equipment as part of a work activity, such as plant hire companies and landlords of premises with fixed equipment, also have continuing responsibilities for the safety of those using that equipment, under section 6 of the HSW Act and other health and safety law. These responsibilities include the [maintenance](#) of all work equipment, the [inspection](#) of equipment which may be subject to deterioration, and the statutory examination of certain equipment (eg of domestic gas appliances, [lifting equipment](#), and pressure plant).

Where it becomes known that something about a product poses a serious risk to health or safety, you should take the necessary steps to ensure, so far as reasonably practicable, that those people previously supplied are informed (see section 6(1)d of the HSW Act). This will enable existing users of the product to take action and prevent further harm resulting.

5.33 Work at Height Regulations 2005 (Amended 2007)

Brocks Haulage Limited will avoid working at heights wherever possible. However if working at height is unavoidable a. Brocks Haulage Limited will conduct a specific risk assessment for working at height to identify specific hazards and the degree of risk present. They will ensure that:

- All work at height is properly planned and organised.
- Those involved in work at height are competent.
- The risks from work at height are assessed
- Appropriate work equipment is identified, selected, and used.
- The risks from fragile surfaces are properly controlled.
- Equipment for work at height is properly inspected and maintained by a competent person(s).
- Personnel that work at height will be trained in the use of equipment.

5.34 Working Time Regulations 1999 (Amended [No 2] SI 2009/2766)

The Regulations were amended, with effect from 1 August 2003, to extend working time measures in full to all non-mobile workers in road, sea, inland waterways and lake transport, to all workers in the railway and offshore sectors, and to all workers in aviation who are not covered by the Civil Aviation (Working Time) Regulations 2004. The Regulations will apply to junior doctors from 1 August 2004.

Useful Documents

- [DTI - Guidance to the Working Time Regulations](#) 
- [The Working Time Regulations \(1998\)](#) 
- [The Working Time \(Amendment\) Regulations 2003](#) 

5.35 Workplace (Health, Safety & Welfare) Regulations 1992

Brocks Haulage Limited ensures that the company premises meet the health, safety and welfare needs of all its employees, contractors, members of the public and people with disabilities. Consideration has been given to the working environment ensuring it is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water and eating facilities.

Welfare facilities are provided by the client when Brocks Haulage Limited employees are required to work away from the company premises. When these facilities are not available Brocks Haulage Limited ensure that suitable provision is made by either utilising facilities that are readily available to the public (where works are being completed within a 10hr period) or a purpose built mobile oasis unit comprising of sufficient number of toilet and washing facilities (where works are expected to exceed 10hrs).