

R83 V1 072017



# Health & Safety Handbook



TCi (GB) Ltd is committed to ensuring that all activities undertaken, in its premises, or by staff working on other sites, are carried out to the highest possible standards of health and safety. I take my responsibility for all Health and Safety, Welfare and Environmental matters extremely seriously and I want to cascade that importance to everybody employed on TCi business.

I want everyone to remain safe and healthy, regardless of whether they are an employee, a sub-contractor or a visitor.

As stated in the Health & Safety Act 1974 everybody has a responsibility to protect the health and safety of themselves and others when carrying out any activity.

Please take a few minutes to read this booklet and to familiarise yourself with the TCi rules and emergency procedures. You will have read all the required policy documents during your TCi induction, this document does not supersede them. It is designed as an aide-memoir for you to retain and refer to. If you have any questions, or are unsure of anything contained in this booklet, please speak to your Line Manager.

Adrian Sealey

Managing Director, TCi (GB) Ltd

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## GENERAL STATEMENT OF HEALTH & SAFETY POLICY

TCi (GB) Ltd is a professional and safety conscious organisation which values the effective management of health, safety and welfare throughout all stages of a project. The clear objective is to minimise harm to persons and property by adopting a proactive approach to effective risk and safety management. All work will be carried out in accordance with best practice, to the relevant statutory provisions with all reasonably practicable measures being taken to avoid risk to employees or others that may be affected.

Management and supervisory staff have the responsibility for implementing the policy throughout the company and must ensure that health and safety considerations are always given priority in planning and day-to-day supervision of all work.

TCi (GB) Ltd will fully comply with the duties placed upon it within the requirements of Statutory Legislation, whilst at all times complying with, as a matter of best practice, the requirements and duties set out within Approved Codes of Practice and Guidance as issued by the Health and Safety Executive.

All employees and sub-contractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others or the environment. This includes co-operating with management on any health, safety or environment-related matter.

TCi (GB) Ltd will take all practical steps to ensure that potential hazards and risks are identified and that suitable and effective preventative and control measures are implemented. The correct safety equipment and personal protective equipment will be provided to all employees. Furthermore the necessary financial resources will be made available by the company in order for TCi (GB) Ltd to comply with its statutory duties and requirements of this policy.

All employees will be provided with the necessary instruction and training in safe methods of work, and the safe and efficient operation and maintenance of tools and equipment.

The Managing Director has overall responsibility for all Health, Safety, Welfare and Environmental matters. The operation of this policy and the associated procedures will be monitored and reviewed on a regular basis to ensure that they remain current and applicable to the company's activities.

## SAFETY TRAINING

### WHAT THE COMPANY WILL DO

TCi (GB) Ltd recognises that all employees play a crucial role in ensuring the success of the business and is therefore committed to providing training and development to improve the skills and competence of all employees.

TCi will provide you with appropriate training to develop the knowledge and skills necessary for you to perform your duties effectively. Wherever possible, the Company will ensure you have every opportunity for career development.

#### Your entitlements

The types of training that TCi provides falls into four broad categories: induction, occupational, internal and external.

#### Induction training

As a new employee, you will be given a comprehensive introduction to the workplace, your colleagues, catering facilities, duties, health and safety and other procedures. Your manager or supervisor will assess your training requirements and arrange for that training to be provided. As far as possible, TCi will meet your training needs by a combination of occupational, internal and external training.

#### Occupational training

Throughout your employment with TCi, there may be a need to acquire new skills. These can be gained through occupational training delivered by colleagues.

#### Internal training

Occasionally, the Company may arrange for external training providers to deliver training courses in the workplace. This form of training might be triggered by the introduction of new equipment or working methods and will be arranged when the Company feels the training cannot adequately be provided in-house.

#### External training

External training may be provided in a variety of forms, ranging from short courses of a few hours through to lengthy courses leading to the award of qualifications.

Where necessary, TCi will arrange for you to undertake external training if this cannot be provided internally.



## EMPLOYEE SAFETY RESPONSIBILITIES

INCLUDING CONTRACTORS

The attention of all employees is drawn to their responsibilities under the Health and Safety at Work etc Act 1974, including in particular the following:

- It shall be the duty of every employee, while at work, to take reasonable care of the health and safety of himself and of other persons who may be affected by his acts or omissions at work
- With regard to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety and welfare in pursuance of any of the relevant statutory provisions

Employees are reminded here that a breach of safety procedures could possibly result in disciplinary action being taken by the company, and that provision is made in the Health and Safety at Work etc Act 1974 for certain breaches to be actioned by the Health and Safety Executive. In simple terms this means employees shall:

- Read and understand the company Health and Safety Policy and carry out your work in accordance with its requirements
- Use the correct tools and equipment for the job
- Keep tools and equipment in good condition
- Wear safety footwear at all times and use, where necessary, all protective clothing and safety equipment provided, eg safety helmets, respirators, etc.
- Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself or others. If possible remove site hazards yourself, e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders, etc.
- Warn other employees, particularly new employees and young people, of known hazards
- Do not use plant or equipment on work for which it was not intended, or if you are not trained or experienced in using it
- Report to your supervisor any damage to plant or equipment
- Do not play dangerous practical jokes or “horseplay” on site
- Report to your supervisor any person seen abusing welfare facilities provided
- Report any injury to yourself which results from an accident at work, even if the injury does not stop you working
- Suggest safer methods of working

## RISK ASSESSMENTS

INCLUDING CONTRACTORS

### DEFINITIONS

- **Hazard:** Something with the potential to cause harm
- **Risk:** A measure of the likelihood/probability and severity/consequence of an adverse event
- **Risk Assessment:** The process of evaluating the impact of risk
- **Mitigation:** The measures taken to control risk
- **Residual Risk:** The risk remaining after the design phase which have to be managed by others

The process which you consciously or unconsciously undertake is:



The process of risk management starts with an effective means of identifying hazards. Experience and relevant knowledge are important elements in the identification of hazards and competent resources will need to be allocated to this activity.

It may not always be possible to identify every hazard for every activity on every project, however, a structured and systematic approach will help you to identify as many hazards as possible.

## RISK ASSESSMENTS

### FIVE STEPS TO RISK ASSESSMENT

1. Identify the potential hazards.
2. Determine the likelihood and consequence of the risk.
3. Decide on the necessary action, though wherever possible the hazard should be eliminated.

*Can the hazard be removed completely?/could the job be done in a different way or with an alternative material? If it can, change the job/process to eliminate the risk.*

*If the risk cannot be eliminated, can it be controlled or the effects reduced? Follow the principles of prevention and protection.*

4. Implement your decisions and record the findings on design risk assessments and drawings.
5. Regularly review your assessment and revise it if necessary, and ensure sufficient information is provided to the contractor and others.



## FIRE PRECAUTIONS

Fire precautions will be provided and maintained to the requirements of the Regulatory Reform (Fire Safety) Order 2005, the Health and Safety at Work etc Act 1974, the Workplace (Health, Safety and Welfare) Regulations 1992 and the Management of Health and Safety At Work Regulations 1999.

A fire risk assessment will be completed for each of the companies premises, including any temporary site offices, the fire risk assessment will be regularly reviewed to ensure that it remains valid and that the specified control measures are effective and are being implemented.

Fire extinguishers will be provided and located at strategic points throughout the workplace. Staff will be instructed in the use of office extinguishers in order that they may use them safely and effectively.

The company will where applicable, enter into a contract service and inspection arrangement to ensure that all portable extinguishers are inspected and maintained. The names, locations and actions to take in the event of an emergency will be posted at strategic positions throughout the workplace.

## EMERGENCY PROCEDURES

On all sites a means of warning of a fire must be established. Handbells, whistles, klaxons or manually operated sounders may be practical so long as they are clearly audible above background noises in all areas and can be readily identified as being a fire alarm.

Written Emergency Procedures must be displayed in prominent locations and brought to the attention of all persons on site. The names, locations and actions to take in the event of an emergency will be displayed at appropriate areas on the site.

Clear access to the site and buildings must be maintained at all times.

Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser inlets and fire extinguishers.

Identified personnel, must be briefed to unlock gates, doors, etc in the event of an alarm.

## ACCIDENT REPORTING

In recognition of our duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the company has instituted a system for recording and investigating accidents, diseases and dangerous occurrences to the Health and Safety Executive. In the first instance, TCi (GB) Ltd will, so far as is reasonably practicable, provide and maintain a safe place of work, a safe system of work, safe appliances for work and a safe and healthy working environment.

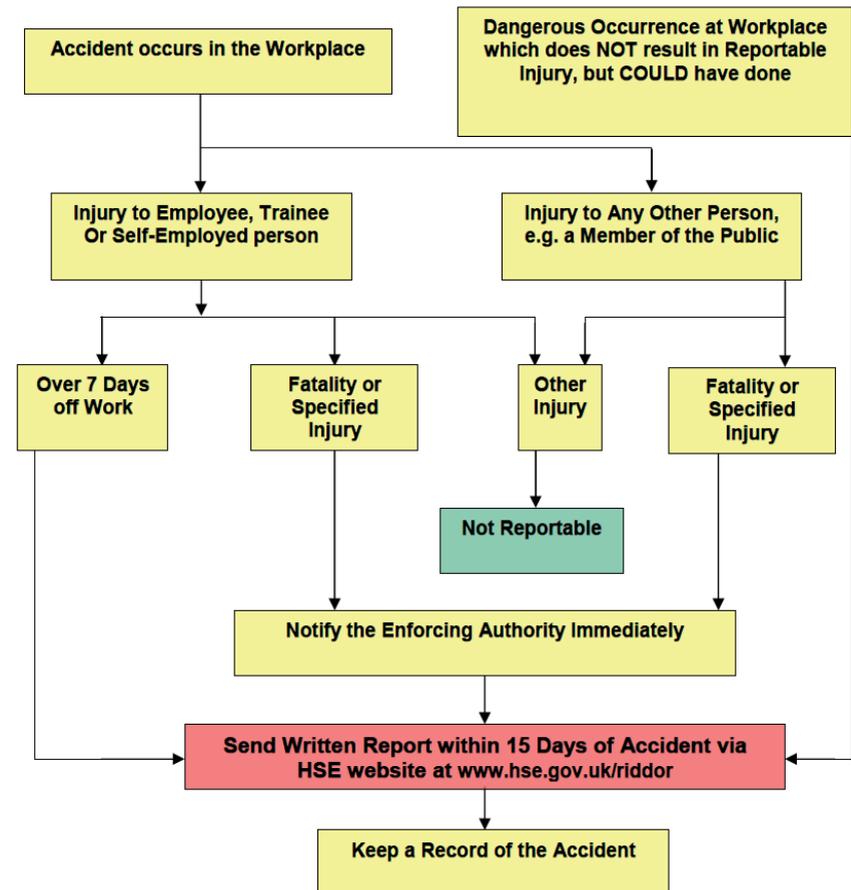
All injuries resulting from accidents on site or in other workplaces however minor will be reported by the Contracts Manager, on the Accident Report Form and sent to the office. This applies to injuries received by members of the public, visitors, etc as well as company employees.

An accident book will be available and maintained at each site office to ensure any injured employee can record details of his/her accident. It is important that all accidents, no matter how minor are reported and recorded within the accident book.

All accidents and incidents including near-misses and incidents that result in damage to premises or plant and machinery on site will be thoroughly investigated by the Contracts Manager. The purpose of the investigation will be to establish the root cause of the incident with a view to amending or developing procedures to help prevent a recurrence in the future.



## ACCIDENT REPORTING



The following regulation specifically covers the use of work equipment, the Provision of Work Equipment Regulations 1998. These regulations cover the use of all kinds of work equipment from a hand tool, such as a screwdriver or pliers, to a complete manufacturing plant. The use will include starting, stopping, repairing, modifying, installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

### The specific requirements:

- The guarding of dangerous parts of machinery
- Work equipment parts
- Equipment is suitable for its intended use
- Equipment conforms with the EC product safety directive
- Equipment in efficient working order and in a good state of repair

### Equipment selection:

- Sourced from a reputable supplier
- Supplied with clear and understandable operating instructions
- Provided with physical evidence of conformity to EC Directives
- Significant risks associated with its use must be assessed and adequately controlled.
- All equipment should be visually checked before use.

### Hired Equipment

Hired equipment should always be acquired from hire companies who supply properly maintained equipment that is safe to use and suitable for the job. The company should provide information on the safe use and operation of the equipment. Upon receipt the equipment must be checked to see that it has not been damaged in transit.

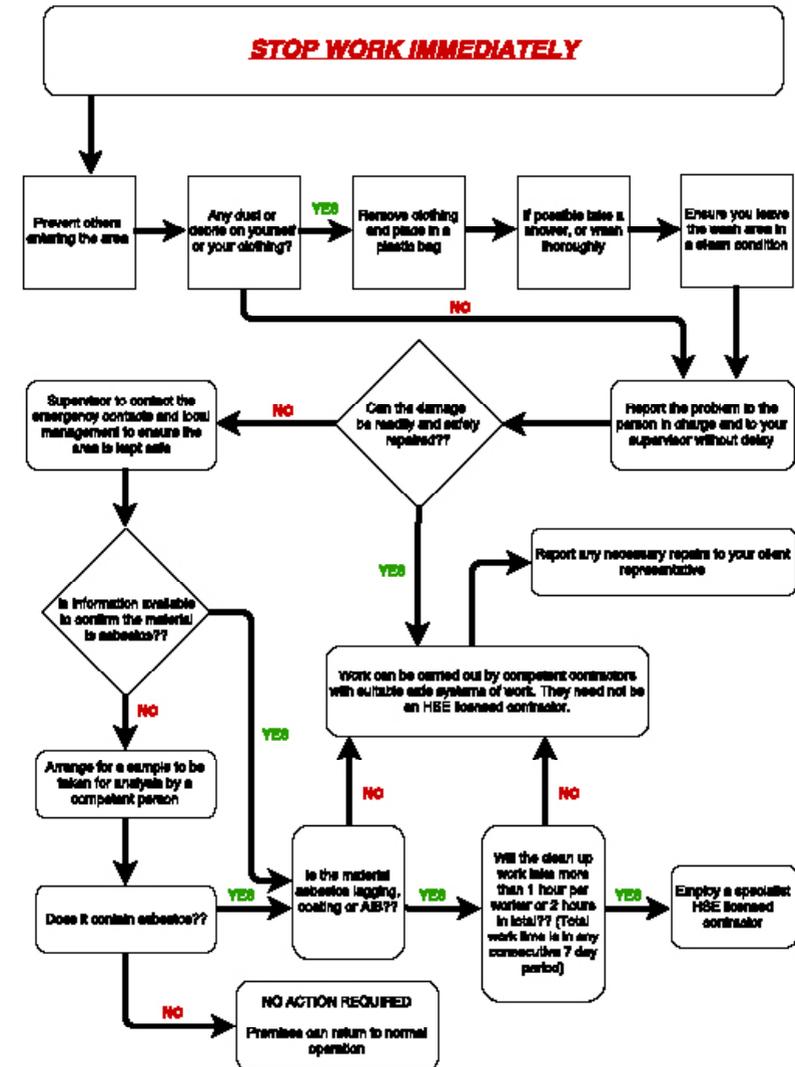
### Privately Owned Equipment

Privately owned equipment used for work is legally regarded as work equipment and must conform to the same rules. You must get your manager's permission before using private equipment for work - it may not be suitable and TCi (GB) Ltd does not favour the use of privately owned equipment.



In accordance with the Control of Asbestos Regulations 2012, TCi (GB) Ltd will ensure that an Asbestos Management Plan is developed and maintained for its premises, the plan will be updated on a regular basis the contents provided to any person who may be required to undertake intrusive works on the premises.

The actions to be taken in the event of encountering or disturbing previously unidentified asbestos containing materials are outlined below:



## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Regulations which cover the control and the safe use of all materials, chemicals and substances are covered by the Control of Substances Hazardous to Health Regulations 2002.

Staff will be made aware of the hazards of any materials they will be asked to use. Material safety data sheets will be issued for each product and control methods will be devised.



## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

### HAZARD WARNING SYMBOLS



Toxic / Very Toxic – Handling a chemical that is acutely toxic in contact with skin, if inhaled or ingested, which may even be fatal.



Harmful to the Environment – Hazardous to the environment & causes aquatic toxicity.



Highly Flammable – Gases, aerosols, liquids and solids: Self-heating substances & mixtures that may catch fire when in contact with air or heated, or emit flammable gases.



Explosive – Self-reactive substances & organic peroxides that may cause explosion when heated.



Oxidising – Gases, solids & liquids, which can cause or intensify fire and explosion.



Corrosive – Corrosive & can cause severe skin burns and eye damage. It is also corrosive to metals.



Harmful / Irritant – Acutely toxic. Causes skin sensitisation, skin & eye irritation. Respiratory irritant. Narcotic, causes drowsiness or dizziness. Hazardous to the ozone layer.



Gas Under Pressure – Means gas under pressure, may explode when heated. Refrigerated gas, may cause cryogenic burns or injuries. Dissolved gases.



Longer Term Health Hazards – Carcinogenic. Affects fertility & unborn child. Causes mutations. A respiratory sensitiser, may cause allergy, asthma or breathing difficulties when inhaled. Toxic to specific organs. May be fatal or harmful if swallowed or if it enters airways

## PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

The following regulations have specific requirements for the provision, maintenance and use of protective clothing and equipment:

- The Personal Protective Equipment at Work (PPE) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Construction (Design and Management) Regulations 2015
- The Control of Asbestos Regulations 2012
- Noise at Work Regulations 2005
- Control of Lead at Work Regulations 2002

### Standard

Unless informed otherwise, the minimum standard of PPE to be worn on TCI sites is as follows:

- Safety Boots including mid-sole protection, ankle support (no rigger boots) conforming to BS EN 345
- Full-length trousers (not shorts)
- Long sleeves
- Hi-vis vest
- Safety gloves
- Safety glasses
- Safety Helmet

Further job-specific PPE may be required. Refer to the task-specific risk-assessment.



## WORKING AT HEIGHT

Work at Height Regulations 2005 and 3 points of contact (ie: 2 feet and 1 hand) must be maintained with the ladder at all times. Step ladders should only be used for short duration, non-repetitive works.

The preferred means of access should be a set of podium steps for low level works and a mobile tower scaffold or Mobile Elevated Working Platform (MEWP) for works at higher levels.

All equipment will be checked by a competent person before use to ensure that there are no defects and will then be checked, at least weekly, while on site.

### The main hazards associated with step-ladders, trestles and stagings are:

- Unsuitable base, e.g. unlevelled, packing pieces, loose material etc
- Unsafe use of equipment (ie: placed onto on scaffold platforms, roofs etc, where special precautions are not taken)
- Overloading
- Use of equipment where safer method should be provided
- Overhanging of boards or staging at support (“Trap Ends”)
- Using defective equipment
- Excessive span of scaffold boards when used with trestles (must not exceed 1.5m where 38mm board used)
- The minimum width of all working platforms should be 600mm

### The main hazards associated with ladders are:

- Not securing the ladder properly
- Unsafe use of ladder (over-reaching, sliding down, etc)
- Using a ladder where alternative working method should have been adopted
- Using a ladder with defects
- Unsuitable base to ladder
- Insufficient handhold at top of ladder, or at stepping off position
- Insufficient foothold at each rung
- Using ladder near overhead electrical cables, crane contacts etc
- Ladder at unsuitable angle, swaying, springing etc (recommended angle one in four or 70°)
- Insufficient overlap of extension ladders



## CONTROL OF NOISE

Noise is covered by the Noise at Work Regulations 2005 and also the Health and Safety at Work etc Act.

All tasks and work activities will be planned and arranged to take the above regulations into account.

The safe system of work to be adopted whenever noise is a potential problem is:

1. Carry out a written noise assessment to establish levels and frequencies of noise for individual items of plant and machinery
2. Consider if works can be re-programmed when the noise problem will no longer be present
3. Consider alternative methods of working
4. Provide suitable noise control mechanisms such as sound dampening and noise attenuation devices
5. Reduce the time that operatives are exposed to the noise
6. Provide suitable personal protective equipment
7. Ensure suitable warning notices are clearly displayed around the affected area
8. Regularly monitor noise levels and frequencies
9. Give advice on noise control measures



## CONTROL OF VIBRATION AT WORK

TCi (GB) Ltd will comply with its duties under the Control of Vibration at Work Regulations 2005, as part of its risk assessment procedures. All activities which may place operatives at risk of exposure to vibration will be thoroughly assessed by a competent person and alternative methods of work will always be considered.

There are 2 main forms of vibration hazard which can affect those working in the construction industry, they are:

**Hand-arm Vibration (HAV)** – Hand transmitted vibration from tools, equipment and certain processes that produce vibration.

**Whole Body Vibration (WBV)** – Vibration that is transmitted to the body through the seat of the plant or the feet of the operative.

### CONTROLLING THE RISK

The risk of permanent damage depends on a number of factors including:  
For HAV:

- How high the vibration levels are
- How long the equipment is used for
- How awkward the equipment is to use
- How tightly the equipment is gripped
- How cold or wet the operative gets using the equipment

For WBV consideration should also be given to:

- Operatives posture
- The design of the controls
- The driver visibility
- Handling and lifting operations associated with machine's operation
- Personal factors i.e. level of fitness, etc.



## 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.

### Assess (the risks)

Assess the risks linked to the work and materials. High dust levels are caused by one or more of the following:

- Task - the more energy the work involves, the bigger the risk. High-energy tools like cut-off saws, grinders and grit blasters produce a lot of dust in a very short time;
- Work area - the more enclosed a space, the more the dust will build up. However, do not assume that dust levels will be low when working outside with high-energy tools;
- Time - the longer the work takes the more dust there will be;
- Frequency - regularly doing the same work day after day increases the risks.

### Stop or reduce the dust

Before work starts, look at ways of stopping or reducing the amount of dust you might make. Use different materials, less powerful tools or other work methods. For example you could use:

- the right size of building materials so less cutting or preparation is needed;
- silica-free abrasives to reduce the risks when blasting;
- a less powerful tool - eg a block splitter instead of a cut-off saw;
- a different method of work altogether - eg a direct fastening system.

Control the dust Even if you stop some dust this way, you may do other work that could still produce high dust levels.



## ALCOHOL AND DRUG ABUSE / MISUSE

TCi (GB) Ltd is a responsible employer and takes its obligations to employees very seriously. This is why this policy has been set out to help us ensure the health, safety and welfare of employees and to help comply with legal duties. The use of non-prescribed drugs is not only dangerous but also illegal under criminal law.

Any reference in this Policy to a non-prescription drug refers only to controlled or illegal substance and does not refer to medicines, supplements and similar substances that are legally and commercially available in the United Kingdom.

Controlled substances often possess side effects that could not only adversely affect employees' health but that of their colleagues at work as well as their performance. Employees should be aware that anyone under the influence of controlled drugs is a risk to everyone around them and should be alert to possible signs of drugs abuse. Such indicators commonly include:

- Sudden changes in behaviour
- Confusion
- Irritability
- Fluctuations in mood and energy
- Impairment of performance
- Increase in short term sickness absence.

Employees should report any concerns they may have about a colleague displaying any or all of these symptoms to the Managing Director but should not under any circumstances approach the person displaying the symptoms or discuss their concerns with any other colleagues.

With regard to alcohol, TCi (GB) Ltd do not permit the consumption of alcohol during the working day and employees are required to ensure that they are neither intoxicated, nor under the influence of alcohol at any time whilst at work. Employees are reminded that heavy drinking the night before attending work may result in excessive levels of alcohol within the blood which can affect your abilities to carry out your work safely without endangering yourself or others. Such situations will not be tolerated and the instigation of disciplinary proceedings may be considered.



## COMPANY VEHICLES AND MOBILE PHONES

All company vehicles will be maintained in a good, roadworthy condition and regularly inspected and serviced in accordance with manufacturers recommendations. All employees are to drive vehicles in full accordance with current road safety legislation.

Employees are reminded that at no time whilst driving should they attempt to answer or make any phone calls using their mobile phones. If any employee needs to make a call whilst on company business, they are to pull off the road and park the vehicle in a safe and secure location where it does not cause an obstruction or hazard for other road users and pedestrians. The same procedure should be followed when answering a call or checking your messages.

## SMOKING

ALL TCi (GB) Ltd sites and vehicles are smoke-free zones



## VIOLENCE AND HARASSMENT

By the nature of the business, employees are required to work in a range of different environments, some of which may pose a risk of verbal abuse and in extreme cases, physical assault. The company is aware of its obligations under the HSWA 1974 to ensure both the mental and physical health of employees as affected by systems of work.

The risk of such instances are to be controlled by arrangements including:

- Constant supervision by site representatives in high risk areas of sites such as prisons, remand centres or sites occupied by persons suffering from mental ill health
- Employees being instructed to diffuse potential hostile attacks by remaining calm, summoning assistance and/or leaving the area when safe to do so
- Incentives to violent attacks should be reduced by avoiding exposure of valuable items (mobile phones, equipment etc) in public areas as far as possible
- Any hostile act towards employees, whether verbal or physical, shall be taken seriously and immediately reported to the Directors and recorded as an incident in the accident/incident book
- Any employee suffering emotional distress due to acts of violence should report this to the management who shall offer counselling and assistance as is necessary



## EMERGENCY CONTACT DETAILS

In case of emergency, your contacts are as follows:

**Adrian Sealey - Managing Director**

**07894 666462**

**01237 470288**

TCi construction WORKS:

**Jim Capron - Operations Manager**

**07976 910827**

TCi furniture WORKS:

**Alex Perkis - Lead Special Projects**

**07880 724682**

TCi (GB) Ltd Headquarters

**01237 470288**

TCi (GB) Ltd operates an open door policy on Health and Safety issues and provides the opportunity for feedback to be made confidentially in the interest of providing a safe and constructive working environment.

The feedback form can be found on our website at [www.tcigb.co.uk](http://www.tcigb.co.uk)

Alternatively, feedback can be emailed confidentially to: [feedback@tcigb.co.uk](mailto:feedback@tcigb.co.uk)

For full details of other TCi (GB) Ltd policies, please ask your supervisor or contact Human Resources.