



Setting the Standards

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Health & Safety Policy & Manual

January 2019



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PART 1: HEALTH AND SAFETY POLICY STATEMENT

Part 1(a) BENCHMARK MISSION STATEMENT

Benchmark Scaffolding is committed to the safety of our employees and compliance with applicable statutes, regulations and ordinances throughout our operations. Based on proven beliefs and principles, our safety programme empowers the organisation and individuals to achieve the highest level of performance. Our guiding policy is:

All injuries and occupational illnesses are preventable

Benchmark business operations strive for an injury free workplace; we carry out thorough investigative procedures when injuries occur, and take the required action to prevent a future recurrence.

All construction and operating exposures can be reasonably safeguarded

For all jobs, the management conducts risk assessments, determines safe work practices, develops safe operating procedures, and takes necessary actions to minimise risk to workers.

Safety is equal to cost, quality and productivity

Benchmark daily business decisions give safety equal consideration to other business criteria. Safety is never compromised in order to meet productivity deadlines and/or other business demands.

Working safely is an essential element of employee performance

All employees have a responsibility to work safely, report incidents immediately, and participate in accident and incident investigations. Individuals are held accountable to conduct themselves in a way that their actions, or inaction, do not cause injury to themselves or other persons.

Safety is a line management responsibility

All managers and supervisors have a responsibility to provide a safe and orderly working environment for their employees.

Adequate training is provided to all employees on jobs where there may be a significant safety hazard. Benchmark Managers endorse training by routinely monitoring employees' working practices.

Safety adds value to our customers and employees

Benchmark maintains a level of safety performance that promotes a positive work environment, minimises risk to our employees and supports our relationships with our customers.



R J West
Managing Director
January 2019

PART 1: HEALTH AND SAFETY POLICY STATEMENT

Part 1(b) POLICY STATEMENT – OUR COMMITMENT

The prevention of risk, accidents or incidents and ill health and the promotion of a safe working environment are integral to operational management and are supported by a competent health and safety advisory service. Our aims are to:

1. Ensure organisational and operational structures to manage health and safety by:

- a) Meeting the requirements of the **Health and Safety at Work etc. Act 1974** and all other relevant legislation, so far as is reasonably practicable;
- b) Nominating of a director at Board level to have responsibility for the general oversight of health, safety and welfare within the Company;
- c) Defining managerial and employee responsibilities;
- d) Explaining the arrangements for carrying out of the Policy;
- e) Delivering comprehensive and competent advice on all health and safety matters by the established advisory service;
- f) Promoting safe systems of work through procedures to identify hazards and assess and control risks from activities;
- g) Continual improvement, by the promotion of accident, incident and ill-health prevention programmes, with defined targets;
- h) Delivering training, seminars and workshops in the practice of health and safety;
- i) Providing adequate resources, including suitable equipment to meet the requirements of this policy.

2. Promote a health and safety culture ensuring effective representation and participation by all employees of Benchmark by:

- a) Clear and comprehensible instructions, guidance and codes of practice for all employees and an understanding of the law and its implementation;
- b) Motivation of employees by target setting and positive reinforcement;
- c) Effective joint consultation in health and safety matters;
- d) Operating systems of recruitment, selection and training to ensure that personnel are competent in health and safety in their work;
- e) Promoting effective communication to enable a common understanding of health and safety matters at all levels of the business.

3. Ensure the continuous improvement of health and safety for all workers in Benchmark to:

- a) Identify and control risks to health and safety;
- b) Monitor and measure health and safety performances against predetermined targets and objectives;
- c) Ensure the performance in achieving health and safety targets is not compromised by giving priority to other objectives/targets.
- d) Follow appropriate reporting systems for accidents, incidents and ill health.

4. Effectively liaise with regulatory authorities, standard setting bodies, professional institutions and trade associations to:

- a) Contribute to changes in legal requirements, codes and guidance;
- b) Contribute to national and international standards and guidance to ensure that Benchmark remains at the forefront in health and safety performance.

5. This policy will be reviewed annually or before, if required by events. If the review identifies a requirement to amend the policy in any way, a revision of the policy will be issued.



R J West
Managing Director
January 2019

PART 1: HEALTH AND SAFETY POLICY STATEMENT

Part 1(c) SAFETY PROCEDURES

The Company's Safety procedures can be found on the **Quality, Safety, Health and Environment (QSHE)** management system; this is located on the Company's server.

An index of the contents of QSHE can be found on the **Gateway**.

Occupational Health surveillance

In addition to the above procedures, all employees will undergo an Occupational Health assessment at least once every 2 years. This includes:-

- A 30 minute consultation with a specialist Occupational Health nurse practitioner.
- Health Assessment Questionnaire and discussion of medical history.
- Blood pressure check.
- Resting heart rate.
- Weight & height assessment with Body Mass Index (BMI) calculation.
- Urinalysis.
- Diet and nutrition assessment.
- Vision screen (near, distance and colour vision) with referral to optician as required.
- General health education and advice including back and musculoskeletal care.
- Advice re; skin cancer and working outdoors, e.g. safety in the sun.
- Referral to GP and/or Dentist as required.
- Health education information, e.g. stopping smoking, healthy eating skin care and testicular cancer.

PART 2 ORGANISATION FOR CARRYING OUT THE HEALTH AND SAFETY POLICY

INTRODUCTION: GENERAL DUTIES OF BENCHMARK AND OF ALL DIRECTORS, MANAGERS AND EMPLOYEES

The Policy Statement in Part 1(b) sets out the commitment of Benchmark in the effective management of health and safety and the Company recognises its primary role in meeting its statutory duties. In addition, each level of management and all employees have legal duties in health and safety as follows:

Directors and senior managers have duties to ensure that the Company can fulfil its statutory duties in relation to matters under their control. They have a specific duty not to consent to, connive in, or by negligence permit any breach of statutory duty.

Site supervisors, foremen and similar levels have duties to assist the Company to meet its statutory duties and to ensure that they do not by any act or omission contribute to any breach of statutory duty.

All employees have duties to:

- Co-operate with the Company to enable it to fulfil its statutory duties,
- Take steps to ensure that, so far as is reasonably practicable, they do not adversely affect the health and safety of themselves or of other persons,
- Ensure that they do not interfere with or misuse anything provided in the interest of health, safety or welfare.

Remember! – Anyone found working to the detriment of themselves or any other person by disregarding this safety policy, or other company procedures, will be subject to disciplinary proceedings and may lay themselves open to a criminal prosecution, which can include financial penalties.

Part 2(a) Director Responsible for the General Oversight of Safety, Health and Welfare (Robert West, Managing Director).

Their duties are to:

1. Ensure that the Policy satisfies both the legal and practical requirements in the prevention of risk, accidents, incidents and ill health and in the promotion of a safe working environment.
2. Ensure that the Organisation is structured so as to meet the requirements of the Company's health and safety policy.
3. Ensure that arrangements are in place to carry out the Health and Safety Policy.
4. Ensure that there are effective procedures for risk assessment and control.
5. Ensure that the Policy is regularly reviewed and developed.
6. Ensure that procedures for investigation of incidents and corrective action are in place.

Part 2(b) Safety Department, Company Safety Manager/Regional Safety Advisor

Their duties are to:

1. Advise and lead in the development and promotion of health and safety policies throughout Benchmark.
2. Arrange safety meetings for operatives and staff, to draw to their attention any changes in legislation, best practice procedures or potential hazards in the workplace.
3. Liaise with all operational managers, line managers/supervisors on health and safety matters within the Company.
4. Advise on, and where necessary participate in, training programmes, seminars and workshops.
5. Advise on all health and safety matters relating to law and practice for the senior management team.

6. Develop systems for monitoring and measuring organisational health and safety performance.
7. Monitor, prepare and analyse data and statistics on accidents, incidents and ill health.
8. Liaise with external professional, enforcing and institutional bodies.
9. Liaise with senior management with regard to the appointment of safety representatives.
10. Periodically audit the health and safety management system.
11. Ensure that a process is in place whereby assurance is regularly provided to the Director responsible, within management and executive team meetings, that the Policy is being effectively implemented.
12. Foster an understanding in the work place that accident, incident and ill-health prevention and control are an integral part of business and operational efficiency.

Part 2(c) Regional Directors, Operations Manager, or their equivalent.

Their duties are to:

1. Ensure that those under their control are aware of, and understand their roles and responsibilities as set out in the Policy.
2. Ensure that the arrangements for bringing the Policy into effect are in place and effective.
3. Ensure that arrangements for monitoring, audit and review are effective.
4. Ensure that risk assessments are carried out to check proposed working methods, including those of sub-contractors, with site management before work commences, ensuring that safe systems of work have been established and communicated to all concerned.
5. In conjunction with the Company Safety Manager/Regional Safety Advisor arrange safety meetings for operatives and staff to draw to their attention any changes in legislation or potential hazards in the workplace.
6. Foster an understanding for those under their control, that the prevention of occupational injury or illness is an integral part of the business and operational efficiency, as well as being a legal obligation.
7. Ensure that recruitment, selection and training processes are in place so that personnel are competent in their work and that trainees are properly supervised.
8. Set a personal example in accordance with Company health and safety requirements.
9. Liaise and co-operate with managers in other areas, branches and sites within the company to ensure the promotion of good health and safety practice.
10. Ensure that adequate welfare facilities are provided in each workplace under their control.

Part 2(d) Design Department

Their duties are to ensure that:

1. Where structures are designed or there is a design input, the scheme will comply with all relevant statutory provisions, relevant codes of practice and the Industry Best Practice.
2. Arrangements are made for schemes, calculations and revisions to be checked and approved by a competent person.
3. Ensure that adequate information in respect of residual risk is provided for the erector and user, in compliance with the Construction Design and Management Regulations.

Part 2(e) Branch Managers & Contracts Managers

Their duties are to ensure that:

1. Arrangements are made within their control to carry out suitable and sufficient risk assessments of work activities to eliminate or control risks to the health and safety of employees.
2. All personnel under their control have the necessary competence and are instructed in their responsibilities as required by regulations, codes of practice and Company procedures.
3. Personnel under their control are supervised, so far as is reasonably practicable, to ensure that the arrangements for health and safety are properly implemented.
4. All work carried out at the workplace and all plant, machinery and equipment therein complies with statutory requirements and approved or agreed standards.
5. They and their staff are conversant with the Company's accident, incident and damage reporting procedures and the reporting of injuries, diseases and dangerous occurrences as specified by current regulations. Ensuring that the cause of any accident, incident or dangerous occurrence is thoroughly investigated and that effective follow up action ensues.
6. Adequate first aid supplies and facilities are available to an appropriate level, and a responsible person is appointed to administer first aid arrangements.
7. Statutory notices are displayed at all times as required, and that all statutory or Company registers are provided and used.
8. Periodic statutory tests and ongoing inspections relating to the maintenance of premises and plant & machinery are carried out and records kept.
9. Current fire precautions and appliances are in place and that, in the event of an emergency, they or their deputy are conversant with fire evacuation procedures and that they ensure that the building or buildings for which they are responsible are vacated as quickly as possible.
10. They have available, and issue where necessary, safety equipment and protective clothing in accordance with current regulations and Company instructions.

11. On site or branch visits they set a personal example by wearing the appropriate protective clothing and equipment.
12. They co-operate with the Company Safety Manager/Regional Safety Advisor and ensure that any defects or faults as notified by them are rectified as soon as possible.
13. All employees and contract staff under their control have been instructed and trained with regard to specific regulations and the relevant system of work and adequate training records are kept.

There is regular consultation with the workforce and contractors on health and safety at work matters.

14. Adequate programmes of safety inspections, review and audits are in place and that adequate resources are available to implement any required improvements.

15. Part 2(f) Site Supervisor/Chargehand/Foreman or equivalent

Their duties are to ensure that:

1. All personnel under their control are fully aware of, and instructed in their responsibilities as imposed by regulations, codes of practice and Company procedures, and take steps, so far as is reasonably practicable, to ensure that they are properly implemented.
2. They take part in risk assessments of work activities to eliminate or control risks to employees and that these assessments are communicated to all those concerned; ensuring that advice or instructions given are properly implemented.
3. Each work place under their control is safe, that the appropriate equipment is available and used, that proper consideration is given to persons who could be affected by their acts or omissions at work and that a safe system of work is in place.
4. Foreseeable risks of injury or damage are brought to the attention of the Company and site management and steps are taken to eliminate or control such risks.
5. All equipment is erected, installed or operated to a high standard, which complies with codes of practice, current regulations and Company procedures.
6. Adequate supervision, training and instruction are provided for persons under their control, particularly trainees, and that they set a personal example on the elimination of potential hazards, including wearing the appropriate protective clothing and equipment.
7. Adequate personal protective equipment is readily available and used where necessary.
8. Participate, and encourage participation, in customer procedures, initiatives and cultures which seek to improve health and safety performance.

Part 2(g) Yard/Depot Manager and yard operatives

Their duties are to ensure that:

1. Risk assessments of activities are carried out and control measures implemented.
2. So far as is reasonably practicable, all plant and equipment is maintained in a safe working order and complies with current legislation, codes of practice and Company procedures.
3. All plant and equipment is easily identifiable by paint, number, safe working load, nameplate, scaffold board band, or other means of identification laid down by the Company.
4. Before dispatch, items of registered plant are numbered and carry the valid certification.
5. Forklift truck drivers are competent to carry out their work safely, have received adequate information, instruction and training and hold certificates of competency from the Company's approved training agency.
6. Other mechanical handling equipment is properly used in accordance with Company procedures.
7. Due care and attention is paid when handling, loading, unloading and stacking equipment to ensure that Company procedures and relevant risk assessments are complied with and that the safe working loads are not exceeded.

Part 2(h) Drivers of vehicles on company business

While driving vehicles on company business, employees are expected to comply with traffic legislation and demonstrate safe and considerate driving at all times, in compliance with the Highway Code. Disciplinary action may be taken against an employee who drives negligently or carelessly, causes accidents, or who is convicted of a serious motoring offence.

Their duties are to ensure that:

1. They hold the appropriate license for the type of vehicle driven.
2. They are physically fit and not under the influence of drugs or alcohol, which may impair their ability to drive safely. Annual eye tests should be undertaken.
3. Regular safety checks are made to assess the vehicle is roadworthy and the relevant documentation, such as tax, insurance & MOT etc., is up to date. Arrange for any repairs that may be required. If the vehicle is owned by the Company, report any defects to the Yard/Depot Manager (e.g. lights, tyres, fluids).
4. Where applicable, the mandatory daily pre-start checks are carried out and the findings are recorded on the appropriate form.
5. Lorries are loaded/unloaded using the HIAB, as detailed in the lifting plan.
6. Tachographs are used correctly and the limits of regulated driving hours and breaks are not exceeded.

7. Any incident, near miss or altercation is immediately reported to their line manager.
8. Hand held mobile phones are never used whilst driving and hands-free calls must only be taken when safe to do so and kept to a minimum duration.
9. No one will work on the back of their lorry, unless there are suitable systems in place to prevent falls.
10. The tube uprights are in place on lorries, while transferring materials and loading and unloading, unless exceptional circumstances apply.
11. A spill kit and a first aid box are carried on the lorries.
12. Lorries are equipped with a folder containing copies of the latest certificates for:-
 - Strops (lifespan of 6 months from first date of use) tagged,
 - HIAB test (annual), and
 - Drivers' competency card/s (e.g. lorry crane, Signaller/Slinger).This will also contain details of the lorry (height, weight, HIAB specifications etc.) and a lifting plan.

Part 2(i) All employees

Their duties are to ensure that:

1. They comply with the identified safe systems of work during erection, installation, adaptation, operation and dismantling of equipment or machinery.
2. They make correct use of safety equipment and protective clothing, which has been provided for any work activity.
3. All work carried out complies with the appropriate regulations, codes of practice and Company procedures, and that they report where necessary any dangerous practice or circumstances which affects the safety of themselves or others or the stability of a structure.
4. They take steps to ensure that, so far as is reasonably practicable, their actions do not adversely affect the health and safety of other persons.
5. They co-operate with the Company with regard to health and safety, which will enable the Company to fulfil its statutory duty, and they do not interfere with, or misuse, anything provided in the interest of health, safety and welfare.

Part 2(j) Safety Committees:

In order to safeguard the rights of workers with regard to participation and representation, Benchmark will provide for the establishment of safety committees.

The role of safety committees includes:

1. Representation of the rights and interests of workers in the prevention of risk, accidents & incidents, safety and ill health.
2. Ensuring regular consultation and co-operation of operatives.
3. Development of health and safety programmes to ensure the continuous improvement of health and safety at the workplace.
4. The development of good health and safety management and practice.
5. Assisting in monitoring health and safety performance against company targets.

Part 2(k) Contract Workers

1. Sub-contract labour is bound by the same company rules as direct labour and is required to carry out work in accordance with Benchmark's Health and Safety Policy.
2. A copy of the Health and Safety Policy and other relevant information is given to the sub-contractor upon acceptance of terms and conditions of the contract agreement. Further copies will be made available, including any revisions or additions to its contents.
3. Managers will ensure through structured meetings that contract workers understand our procedures or specific work methods.
4. Adequate supervision and the provision of information, instruction and training must ensure that the Company's Health and Safety Policy is effectively implemented. Sub-contract labour will therefore be supervised to the same degree as direct labour.

PART 3 ARRANGEMENTS FOR CARRYING OUT

THE HEALTH AND SAFETY POLICY

Part 3(a) Overview of arrangements

- 1 The arrangements for implementing the Health and Safety Policy in each operating branch of Benchmark are accessible in the Company's QSHE system. These Procedures include risk assessment, training, communication, accident and incident investigation, safety review and audit.
- 2 It is the responsibility of senior management to ensure that these procedures are implemented and updated as necessary. Arrangements are in place for periodic review of the Safety Management Systems both internally and jointly with the Safety Department. Any changes made shall be communicated to, and approved by the Safety Director.
- 3 Parts **3(b)** and **3(c)** set out general arrangements for health and safety communication within Benchmark and for planned audits and reviews. These arrangements are consistent with Benchmark's established arrangements and the requirements of the Safety Policy.

Part **3(d)** outlines procedures for the reporting of accidents, incidents, ill health and certain dangerous occurrences.

Part 3(b) Communication of Health and Safety

This part outlines the arrangements for regular communication of health and safety at all levels within the Company.

1. Ensure that there is clear two-way communication between all management levels and employees.
2. Health and safety should be considered during regular meetings at senior management level as appropriate. In cases where the meeting also considers other sensitive management issues, the health and safety elements of the meeting shall be recorded as a separate report.
3. Each branch will ensure that health and safety matters are discussed at location safety meetings. The health and safety agenda will be as described in the QSHE system.
4. Site and branch managers will ensure that toolbox talks etc. are carried out based on the outcome of the safety meetings described in paragraph 3 above. The objectives are to provide communication between management and operatives and to ensure that practical issues are addressed.
5. Risk Assessments will be carried out for all new processes/activities and will be reviewed on a regular basis. Pre-start risk assessments shall be carried out by the Contracts/Site Manager or Supervisor as appropriate. All risk assessments will be communicated to employees by toolbox talks.
6. Toolbox talks will be carried out by Site Managers/Supervisors or Foremen on a monthly basis as a minimum. Topics will be drawn from current risk assessments, the toolbox talks' index or from a current health and safety topic or following accidents, incidents or changes in legislation.
7. The Safety Manager's meetings will be held on a quarterly basis with the Company Safety Director. These meetings will review the policies and practices of Benchmark in the light of experience and of information from other meetings.

Part 3(c) Inspections/audits and review of health and safety

1. Benchmark has in place a planned series of inspections, audits and reviews to ensure that the Policy remains effective. The procedures are outlined below:
 - a. Senior managers visiting other premises or sites will note any unsafe condition or work activity on each occasion that they visit a company site. The local manager will take the necessary action to remedy the problems and report back when the situation is resolved.
 - b. The safety department will carry out task observations and complete a report when visiting sites. The topics covered will be risk assessments, PPE, safe systems of work, housekeeping and standards of work.
 - c. The Company Safety Manager will ensure that health and safety inspections of all locations are carried out on a regular basis. Reports will be completed and forwarded to management for action and, where appropriate, will be copied to senior management and the Company Safety Director.

2. All branches shall maintain a safety audit procedure containing common information in respect of the plant, machinery, fire systems and company property and premises.
3. Benchmark has in place a comprehensive system for the reporting of accidents or incidents, whether minor or reportable (more than seven days absence from work). These figures are used to help to identify priorities and to identify areas for improvement.

Part 3(d) Reporting of accidents or incidents, ill health and dangerous occurrences

1. It is a statutory requirement to report and record details of certain categories of accidents or incidents at work, prescribed cases of ill-health and listed dangerous occurrences. This rule also applies to sub-contractors and their employees.
2. The Accident Book must be used for the above purpose and must be kept on the site where the work is being carried out, or if this is not reasonably practicable, it will be provided for use within the branch from which they operate.
3. Further to the above it is a company requirement to report all accidents and incidents, however minor, in accordance with the Company reporting procedure using the Benchmark Incident/Accident Report Form. Serious or major accidents must be reported by telephone immediately to the Safety Director and Company Safety Manager at Head Office.

Part 3 [e] First Aid arrangements

1. Benchmark Scaffold Ltd [BSL] shall fully comply with the Health and Safety [First Aid] Regulations [FAR] 1981 and its duty of care.
To ensure compliance firstly, it will carry out a first aid risk assessment to ascertain:
 - Adequate first aid provisions
 - Workplace risks
 - How many first aiders are required and if any training is needed to meet these requirementsA competent person will then be appointed to monitor levels and dates of first aid resources, And to review assessments of first aid risks on a regular basis.
2. BSL will inform its employees about the first aid arrangements, including the location of equipment, facilities, proximity of emergency services and identification of trained personnel.

Part 3 [f] Welfare arrangements

1. Sanitary Conveniences and Washing Facilities

Benchmark Scaffolding Ltd [BSL] shall ensure Suitable and sufficient toilet facilities must be provided for the maximum number of persons likely to be at work in a workplace at any one time. Facilities should be available for use without undue delay and account should be taken, therefore, of the pattern of work. Account should also be taken of the type of work involved; washbasins, with running hot and cold, or warm water, must always be provided but, in some cases, the provision of showers and/or baths may be appropriate.

2. Drinking Water

BSL shall ensure an adequate supply of wholesome drinking water must be provided, together with suitable cups, etc., unless the supply is from a drinking fountain. There should also be facilities for washing cups, or alternatively, disposable cups should be provided. Drinking water supplies should be clearly marked as such if there is any risk to people drinking from contaminated supplies.

3. Accommodation for clothing and changing

BSL shall ensure Suitable and sufficient accommodation must be provided for any special work clothing and for personal clothing, which is not worn at work. Clothing should be able to be hung in a clean, warm, dry and well-ventilated place, with at least a separate hook, peg or hanger for each worker. Where workers are required to wear special work clothing, adequate room for changing should be provided and measures should be taken to ensure security, for example by providing lockers.

4. Facilities for rest and meals

BSL shall ensure Suitable seats should be provided for workers whose work gives them opportunities to sit. Seats should also be provided for use during breaks; such seats should be in an area where protective equipment, such as hearing protection, need not be worn.

Other than in offices, or similar clean workplaces, separate rest areas or, in new workplaces, separate rest rooms, should be provided. Rest facilities should be arranged so those non-smokers are not subjected to discomfort from tobacco smoke. Suitable and sufficient facilities for eating meals should be provided where workers regularly eat meals at work.

Seats in work areas may be suitable, provided they are in a clean place and there is a suitable surface on which to place food. Minimum facilities should include a means of preparing or obtaining a hot drink and, where necessary, means of heating food. Eating facilities should be kept clean and be in the charge of a responsible person.

Part 3 [g] Hazardous substances

1. Benchmark scaffolding Ltd [BSL] will fully comply with the Control of Substances Hazardous to Health [COSHH Regulations 2002 and will ensure the following duties of care have been placed:
 - a. Conduct an assessment of work activities involving hazardous substances:
 - All hazardous substances used on BSL will carry an assessment of risk to harm
 - b. Provide measures to eliminate or reduce risks
 - All hazardous substances will carry safety Data sheets informing those exposed of the risks and measures to place to control risks of harm.
 - c. Provide equipment and procedures to deal with accidents and emergencies.
 - All work activities involving the use of hazardous substances will be assessed and have control measures already placed.
 - d. Provide information and training for employees exposed to the risks.
 - A COSHH Register for all hazardous substances used in the workplace, quantities and storage controls will be provided to all employees exposed to the hazardous substances.

Part 3 [h] Manual Handling Procedures

1. Planning for Manual Handling;

This will be done at the pre-start meetings by management ie;

- How close can we get our materials to the job, minimising carrying distances.
- Traffic management if needed.
- Segregation and banksman.
- Loading and unloading requirements.
- Storage of materials.
- Risk assess the Task, Individual, Load and Environment [TILE].

2. Avoid Manual handling;

- Always use mechanical lifting aids when possible.
- If not possible, reduce loads, keep with shorter tubes when practical, carry less loads on hazardous paths.

3. Pointers when manually handling scaffolding;

- Always segregate an area off that is used unloading, put signage in place to let all know that is a loading area especially if on public highway.
- Carry out your own TILE assessment, [Task] How much, where to, how far, what's involved [Individual] Do I have the capability to lift it, do I need help? [Load] How heavy, how stable, what's the best way to carry this? [Environment] what are the ground conditions ahead, space, obstacles, adverse weather?
- Do not throw materials up or down at any time, this is illegal.
- Pass materials hand to hand, and give a verbal or a twist of the wrist to indicate you have the material in your grasp.
- Don't carry materials of unequal length 'scissoring'
- Don't take the full load of a material until the centre of gravity is reached.
- It is recommended that two persons carry and stand up long ladders.
- Always wear a fit for purpose pair of gloves when manual handling scaffold materials.

4. Basic Manual handling techniques;

- Stand as close as you can to the material you're lifting.
- Stand in a solid stance with one foot forward.
- Bend knees down to material not back.
- Always maintain a straight back and ensure good footing on stable ground.
- Read through the basics described in the SG6.10

5. Considerations for Manual Handling;

- Always use mechanical handling methods when possible.
- Plan your route when manually handling materials, take into consideration Task, Individual, Load and Environment into your plan.
- Know your capabilities; only tackle loads you can handle, do you need assistance.
- Use good practice lifting techniques, obtain a copy of the SG6; 10.
- Wear the appropriate PPE when manual handling scaffold materials, industrial gloves and steel toe cap boots in the case of falling materials.

Part 3 [i] Emergency procedures

Benchmark Scaffolding Ltd [BSL] will ensure that all resources, plans and information are in place to deal with any emergencies that arise in its workplace, emergencies such as serious injuries, explosion, flood, poisoning, electrocution, fire, release of radioactivity and chemical spills.

BSL will have a formulated plan in place for emergency, the plan will be tested and drilled on a regular basis with persons trained in its processes and with equipment in place for use in its implementation. This plan will be made available to all persons BSL employ.

PART 4 SAFETY INFORMATION

Queries about health and safety should be addressed initially to your immediate manager/supervisor.

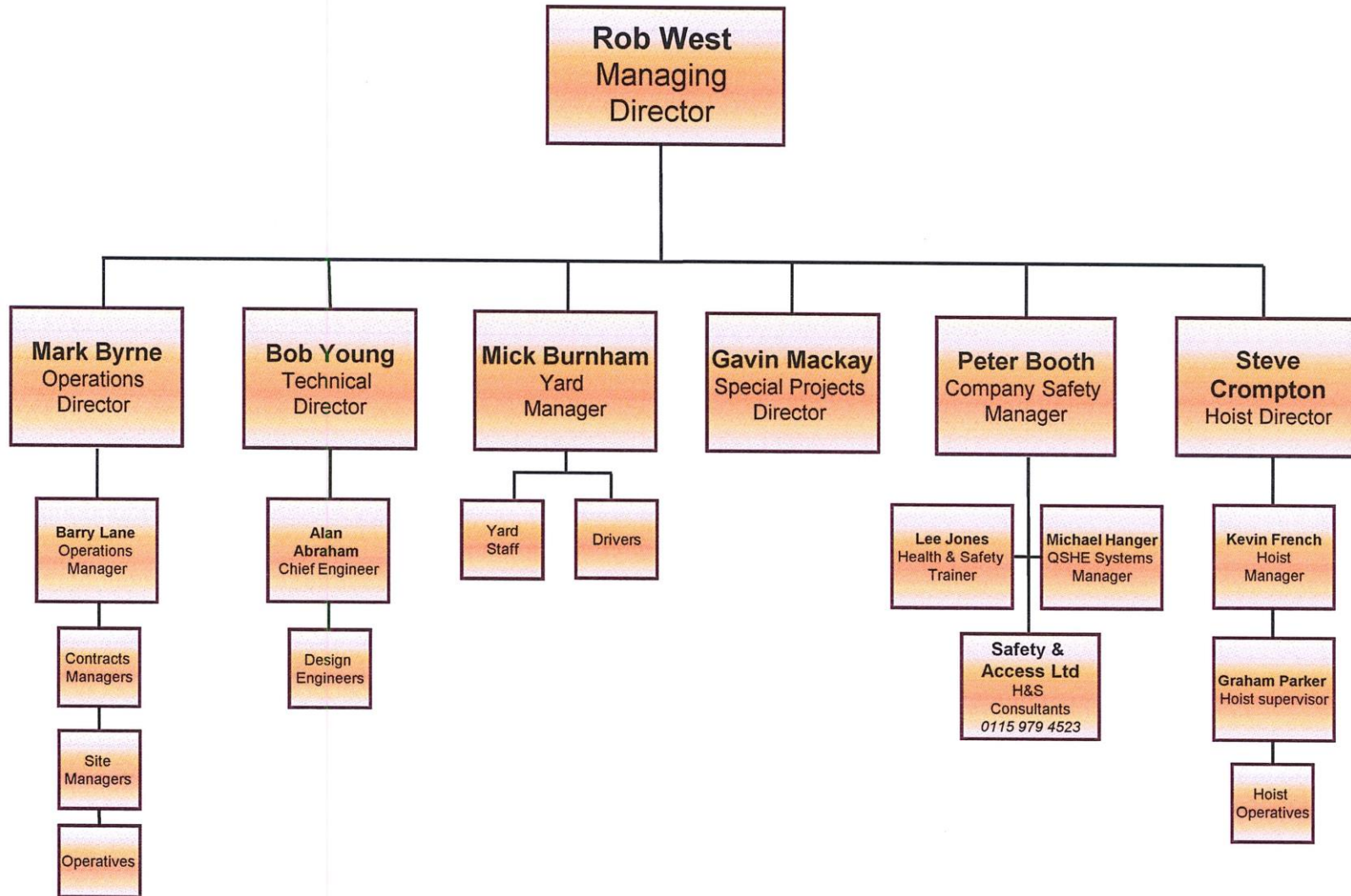
Information on health and safety matters, which may be beyond the scope of the individual, may be sought from the Company Safety Manager/Regional Safety Advisor.

PART 5 AMENDMENTS TO PREVIOUS ISSUES

Previous Issue	Date of Review	Details of Amendment(s)	Page no(s)
1	April 2014	1. RIDDOR reportable condition increased from 3 to 7 days absence from work	22
2	April 2016	1. Change of senior staff.	23
3	April 2018	1. Changes made to Organogram to include new staff	20

PART 6. BENCHMARK HEALTH AND SAFETY ORGANISATION

6(a): London Region



6 [b]: BARNSELEY DIVISION

