

METHOD STATEMENT

INSTALLATION OF SECTIONAL OVERHEAD DOORS

CLIENT:	ADVANCED REF NO:	
SITE:	SAFETY OFFICER: Peter Whyatt	
SITE FITTER:	Review 16/12/10	Next Review 16/12/11

METHOD STATEMENT

Employees must: -

- Carry out work in accordance with the method statement.
- Co-operate with management arrangements in respect of method statements.
- Report any uncontrolled hazards to the employer.
- Follow instruction, training and guidance given by the employer.

HEALTH & SAFETY SYSTEM

It is the policy of Advanced Doors Ltd to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the company and other persons who may be affected by our undertakings.

Advanced Doors Ltd acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

Peter Whyatt, Managing Director will implement the company's health and safety policy and recommend any changes to meet new circumstances. Advanced Doors Ltd recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of Advanced Doors Ltd looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the organisation aims to protect everyone, including visitors and members of the public, insofar as they come into contact with our activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the organisation in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. Advanced Doors Ltd will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The organisation will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment. We will provide, as far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety

equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

Employees are obliged to: -

- Always follow safety rules, avoid improvisation and comply with the health and safety policy.
- Only perform work that they are qualified to undertake.
- Always store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and personal protective equipment for the task being undertaken.
- Inform the First Aider or Appointed Person of all accidents that occur.

ENVIRONMENTAL

Advanced Doors Ltd recognises the need for sustainable development and continually aims to improve the environmental effect of its activities, to achieve this we will: -

Establish sound environmental management by: -

- Meeting or improving upon relevant legislative, regulatory and environmental codes of practice.
- Developing objectives that target environmental improvements and monitor performance by regular review.
- Considering any environmental issues in the decision-making process.
- Developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities.
- Educating staff so that they carry out their activities in an environmentally responsible manner.

Provide for the effective use of resources by: -

- Promoting waste minimisation by recycling or finding other uses for by-products whenever economically viable.
- Promoting the efficient use of resources, energy and fuel throughout the organisation's operations.

Co-operate with: -

- The communities in which we operate.
- The Government, regulatory bodies and other interested parties with the shared vision of being a good and trusted neighbour.

HAZARD REPORTING

Employees are to use the hazard reporting system as a means of communicating potentially dangerous situations or practices that may be present in the workplace; this is to be done verbally and in writing using the forms provided. When a hazard has been identified it must be reported immediately to the supervisor. It is their duty to assess the situation and introduce the necessary control measures, so far as is reasonably practicable, to prevent injury or unsafe conditions.

To use the hazard reporting procedure, simply: -

- Print and complete the 'Hazard detection report' and distribute copies to relevant staff.
- Liaise with your Line Manager, who will carry out the necessary remedial action.

ACCIDENT REPORTING and EMERGENCY PROCEDURES

Advanced Doors Ltd will: -

- Ensure that suitable procedural arrangements are made in order that all accidents and incidents occurring on the premises or associated with business activities are adequately recorded.
- Where necessary, notify the relevant authority of any accidents, dangerous occurrences and work related ill-health incidents.
- In the event of an accident or incident resulting in injury, ensure that appropriate First Aid treatment is administered.
- Ensure that all employees are adequately trained to carry out their work safely and are provided with information on safe working practices and accident prevention.

A nominated person will notify the enforcing authority without delay (e.g. by telephone, on-line)

if there is an accident connected with work and: -

- An employee, or a self-employed person working for or on behalf of the organisation is killed or suffers a major injury (including as a result of physical violence).
- A member of the public is killed or taken directly to hospital.

In addition Advanced Doors Ltd will ensure that: -

- All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In the majority of cases, the details contained within the accident book will constitute an investigation.
- The risk assessments will be reviewed and, if necessary, further control measures will be introduced.
- Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.

Employee's responsibilities

Any employee who is involved in, or aware of, an accident at work must follow the accident reporting procedure and inform the employers, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

HOT WORK

- Follow instruction, training and guidance given by the employer in respect of safe systems of work.
- Ensure that, regulators and flashback arresters are fitted, undertake frequent checks of hoses and connections and that gas bottles are stored securely.
- Shields, screens and barriers as detailed on the risk assessment, must be used in every instance.
- Keep respiratory protective equipment (RPE) and personal protective equipment (PPE) in good order, report hazards and defects to the employer.
- Co-operate with management arrangements for health and safety involving hot work.
- Report to management any instances where you feel your health has been compromised by the work being conducted.
- Do not attempt to carry out hot work unless trained to do so.

HOUSEKEEPING

Employees must: -

- Co-operate with management arrangements for good housekeeping in the workplace.

- Follow any guidance and instruction given to prevent injury or ill health.
- Report to the employer any hazardous or dangerous situations.

NOISE

To minimise the risks posed by exposure to excessive noise levels, employees will: -

- Comply with signs and notices that identify hearing protection zones.
- Wear hearing protection where its use is mandatory.
- Use the controls provided e.g. screens or dampers and report any defects.
- Co-operate and attend for hearing checks.

TRANSPORTATION

The doors are delivered to site by prior agreement with client to suit programme by means of our own transport or by an outside haulier during normal working hours unless otherwise agreed.

MANUAL HANDLING

Employees involved with manual handling activity should: -

- Follow the safe system of work designed and introduced by the employer and should not deviate from this without good reason.
- Not undertake a manual handling activity when a reasonably practicable alternative exists.
- Use any mechanical aids that have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately reported to the employer.
- Assist and co-operate with the process of the assessment of risk.
- Assist the employer with the implementation of staff training, attend training sessions as required and should apply the knowledge gained from training to their daily work.
- Report all accidents, injuries and near misses involving handling activities – however trivial.
- Inform the employer if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition.
- Not undertake any manual handling operation that they believe is beyond their capability.
- Report any unsafe systems of work to the employer.

Off-loading is by the client unless otherwise agreed and should be carried out either by hand or fork lift truck and great care taken in order to prevent damage to finishes.

Safe storage is to be provided by the client unless otherwise agreed: Doors should be stored adjacent to each respective opening and the storage area must be dry and secure. There is a degree of manual handling in our operations and we ensure that all tasks are carried out in accordance with the Manual Handling Regulations.

Each site operative has received training in manual handling and is medically fit to execute the duties given to them.

WORK EQUIPMENT

All installers are provided with all necessary safety equipment, test certified chain blocks, PAT tested 110v electrical equipment, ladders, tagged mobile scaffolding tower and scissor lift: All the equipment supplied to our site operatives is tested and/or inspected in line with current health and safety requirements.

Full PPE is supplied to every site operative which includes date stamped helmets, overalls, safety boots, gloves, eye protection, ear protection, safety harness etc. Each operative is fully trained in the correct use of this equipment.

Employees must: -

- Make full and proper use of all PPE that has been issued to them.
- Inspect all PPE before use to ensure that it is suitable, clean and undamaged.
- Report any defective PPE to the employer.
- Report any discomfort or ill health experienced as a consequence of wearing the equipment.
- Not undertake any work unless the correct equipment is being worn.
- Store PPE securely at all times.

All installation procedures are carried out from either a mobile scaffolding tower or a powered scissor lift incorporating a safe working platform and all installers are trained in the safe usage of this equipment. Ladders are only used for access, inspection, measuring and minor adjustments.

Where the provision of a scissor lift is required, all our installation engineers have undertaken CITB certified training in the operation of this equipment. The qualification certificate is available for presentation if required.

A pre use check will be carried out on all mobile equipment. Operators should be in visual contact with surrounding pedestrians at all times. A safe distance must be maintained between the equipment, pedestrians and fixed objects.

Where the provision of a mobile scaffold tower is required, all our installation engineers have undertaken PASMA certified training in the operation of this equipment. The qualification certificate is available for presentation if required.

Employees will: -

- Use work equipment safely and in accordance with the information, instruction and training provided by the employer.
- Only use the equipment that they are trained on.
- Take reasonable care of themselves and others who may be affected by their actions.
- Co-operate with the employer in the management arrangements for the provision and use of work equipment.
- Seek the permission of the employer before bringing any personal items of equipment to work where it is intended that they be used by either themselves or others as part of work activities.
- Make full and proper use of any personal protective equipment provided by the employer.

POWER TOOLS (vibration)

Employees using hand held power tools capable of contributing to HAVS and VWF should be aware of any possible risk they may inadvertently be working under, and should always: -

- Look for tingling and numbness in the fingers.
- Watch if fingers go white, then blue and then red and are very painful.
- Report loss of manual dexterity if it occurs.
- Report loss of strength in the affected parts.
- Use low vibration equipment.
- Ensure that steels are kept sharp.

- Avoid over gripping the tool.
- Keep fingers and hands warm.
- Reduce the amount of time spent using vibrating equipment.

WORKING AT HEIGHT

Employee's responsibilities

- Do not access height unless you are suitably trained and competent.
- Follow the control measures as detailed in the risk assessments, method statements and where applicable, permits to work.
- Use the equipment provided following specific training or instructions in its use.
- Wear all personal protective equipment (PPE) that is required by risk assessment and local site rules.
- Employees must never throw anything from height.

RESPONSIBILITIES

The foreman fitter is responsible for the control of safety on site. Off site safety is the responsibility of our site supervisors. Random site visits are made by our supervisors to ensure safe methods of working are adhered to. Overall responsibility for Health & Safety is the duty of the Managing Director.

Site Supervisor is...

Simon Harrison, who has SSSTS certification.

Managing Director is...

Peter Whyatt, who has SMSTS certification.

Our Health & Safety consultants are...

Citation Plc.

It is the responsibility of all to ensure that the site safety rules are strictly adhered to and that site induction has been given prior to commencing work.

Any accidents or near misses will be reported to the Site Manager and to our Managing Director and the appropriate paperwork completed. Should the accident require HSE notification under RIDDOR, it is the responsibility of our Managing Director to carry out this duty.

MONITORING

Employees must: -

- Check equipment, including any personal protective equipment supplied, is safe before use.
- Co-operate with management arrangements in respect of workplace inspections.
- Follow any training, information, guidance and instruction given by the employer for checking and inspection of safe practices.
- Report any hazards or defects to the employer immediately.

INSTALLATION PROCEDURE

The client must ensure that each opening is clear of obstructions and that no other trades are working around or within the openings whilst the doors are being installed, there must be a level finished floor for our installers to work off.

- The vertical tracks are installed in accordance with the details and positions shown on our contract drawings, using the appropriate fixing bolts as outlined on the Job Specification Sheets.
- The door panels are hoisted into position and placed into the opening and hinged together in turn, with the pulleys positioned into the vertical tracks and all hinge bolts secure. (If a scissor lift is used, the panels will be lifted into position via this)
- The horizontal tracks are hoisted into position at high level by means of 12mm dia. nylon ropes and each track is temporarily supported from the roof structure over by means of the nylon rope. (If a scissor lift is used, the tracks will be lifted into position via this): The front curved horizontal track section is then secured to the top of the vertical track at each side and the horizontal track supports angles are bolted to the roof structure and suspended down to permanently carry the horizontal tracks: After final dimensional checks all sections of track and supports are permanently secured.
- The spring assembly is then lifted on to the scaffold tower by means of a tested and certified chain block secured to the roof structure over, (if a scissor lift is used then the spring assembly will be lifted into position via this) and bolted into position as shown on the contract drawing, using the appropriate fixing bolts as outlined on the job specification sheet.
- The lifting cables are then attached between the bottom panels and cable drums and tension is applied to the counterbalance springs by means of hardened steel tension bars.
- The complete door installation is then tested for ease of operation, lubricated as necessary and handed over to the client, with client's signature of our Completion Certificate.

WASTE DISPOSAL

Employee's responsibilities

- To dispose of waste as instructed.
- To inform management if an activity produces waste that has not been previously identified or removed from site so that the relevant steps can be taken for safe removal.
- Not to climb onto skips or other waste receptacles.
- To inform management if waste receptacles are full and need emptying.
- Not to remove items for waste receptacles and take or use for personal use.

METHOD STATEMENT

INSTALLATION OF STANDARD, FIRE RESISTING & INSULATED ROLLER SHUTTER DOORS

CLIENT:	ADVANCED REF NO:	
SITE:	SAFETY OFFICER: Peter Whyatt	
SITE FITTER:	Review 16/12/10	Next Review 16/12/11

METHOD STATEMENT

Employees must: -

- Carry out work in accordance with the method statement.
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The organisation will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment. We will provide, as far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

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Employees are obliged to: -

- Always follow safety rules, avoid improvisation and comply with the health and safety policy.
- Only perform work that they are qualified to undertake.
- Always store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
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- Developing objectives that target environmental improvements and monitor performance by regular review.
- Considering any environmental issues in the decision-making process.
- Developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities.
- Educating staff so that they carry out their activities in an environmentally responsible manner.

Provide for the effective use of resources by: -

- Promoting waste minimisation by recycling or finding other uses for by-products whenever economically viable.
- Promoting the efficient use of resources, energy and fuel throughout the organisation's operations.

Co-operate with: -

- The communities in which we operate.
- The Government, regulatory bodies and other interested parties with the shared vision of being a good and trusted neighbour.

HAZARD REPORTING

Employees are to use the hazard reporting system as a means of communicating potentially dangerous situations or practices that may be present in the workplace; this is to be done verbally and in writing using the forms provided. When a hazard has been identified it must be reported immediately to the supervisor. It is their duty to assess the situation and introduce the necessary control measures, so far as is reasonably practicable, to prevent injury or unsafe conditions.

To use the hazard reporting procedure, simply: -

- Print and complete the 'Hazard detection report' and distribute copies to relevant staff.
- Liaise with your Line Manager, who will carry out the necessary remedial action.

ACCIDENT REPORTING and EMERGENCY PROCEDURES

Advanced Doors Ltd will: -

- Ensure that suitable procedural arrangements are made in order that all accidents and incidents occurring on the premises or associated with business activities are adequately recorded.
- Where necessary, notify the relevant authority of any accidents, dangerous occurrences and work related ill-health incidents.
- In the event of an accident or incident resulting in injury, ensure that appropriate First Aid treatment is administered.
- Ensure that all employees are adequately trained to carry out their work safely and are provided with information on safe working practices and accident prevention.

A nominated person will notify the enforcing authority without delay (e.g. by telephone, on-line) if there is an accident connected with work and: -

- An employee, or a self-employed person working for or on behalf of the organisation is killed or suffers a major injury (including as a result of physical violence).
- A member of the public is killed or taken directly to hospital.

In addition Advanced Doors Ltd will ensure that: -

- All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In the majority of cases, the details contained within the accident book will constitute an investigation.
- The risk assessments will be reviewed and, if necessary, further control measures will be introduced.
- Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.

Employee's responsibilities

Any employee who is involved in, or aware of, an accident at work must follow the accident reporting procedure and inform the employers, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

HOT WORK

- Follow instruction, training and guidance given by the employer in respect of safe systems of work.
- Ensure that, regulators and flashback arresters are fitted, undertake frequent checks of hoses and connections and that gas bottles are stored securely.
- Shields, screens and barriers as detailed on the risk assessment, must be used in every instance.
- Keep respiratory protective equipment (RPE) and personal protective equipment (PPE) in good order, report hazards and defects to the employer.
- Co-operate with management arrangements for health and safety involving hot work.
- Report to management any instances where you feel your health has been compromised by the work being conducted.
- Do not attempt to carry out hot work unless trained to do so.

HOUSEKEEPING

Employees must: -

- Co-operate with management arrangements for good housekeeping in the workplace.
- Follow any guidance and instruction given to prevent injury or ill health.
- Report to the employer any hazardous or dangerous situations.

NOISE

To minimise the risks posed by exposure to excessive noise levels, employees will: -

- Comply with signs and notices that identify hearing protection zones.
- Wear hearing protection where its use is mandatory.
- Use the controls provided e.g. screens or dampers and report any defects.
- Co-operate and attend for hearing checks.

TRANSPORTATION

The doors are delivered to site by prior agreement with client to suit programme by means of our own transport or by an outside haulier during normal working hours unless otherwise agreed.

MANUAL HANDLING

Employees involved with manual handling activity should: -

- Follow the safe system of work designed and introduced by the employer and should not deviate from this without good reason.
- Not undertake a manual handling activity when a reasonably practicable alternative exists.
- Use any mechanical aids that have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately reported to the employer.
- Assist and co-operate with the process of the assessment of risk.
- Assist the employer with the implementation of staff training, attend training sessions as required and should apply the knowledge gained from training to their daily work.
- Report all accidents, injuries and near misses involving handling activities – however trivial.
- Inform the employer if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition.
- Not undertake any manual handling operation that they believe is beyond their capability.
- Report any unsafe systems of work to the employer.

Off-loading is by the client unless otherwise agreed and should be carried out either by hand or fork lift truck and great care taken in order to prevent damage to finishes.

Safe storage is to be provided by the client unless otherwise agreed: Doors should be stored adjacent to each respective opening and the storage area must be dry and secure. There is a degree of manual handling in our operations and we ensure that all tasks are carried out in accordance with the Manual Handling Regulations.

Each site operative has received training in manual handling and is medically fit to execute the duties given to them.

WORK EQUIPMENT

All installers are provided with all necessary safety equipment, test certified chain blocks, PAT tested 110v electrical equipment, ladders, tagged mobile scaffolding tower and scissor lift: All the equipment supplied to our site operatives is tested and/or inspected in line with current health and safety requirements.

Full PPE is supplied to every site operative which includes date stamped helmets, overalls, safety boots, gloves, eye protection, ear protection, safety harness etc. Each operative is fully trained in the correct use of this equipment.

Employees must: -

- Make full and proper use of all PPE that has been issued to them.
- Inspect all PPE before use to ensure that it is suitable, clean and undamaged.
- Report any defective PPE to the employer.
- Report any discomfort or ill health experienced as a consequence of wearing the equipment.
- Not undertake any work unless the correct equipment is being worn.
- Store PPE securely at all times.

All installation procedures are carried out from either a mobile scaffolding tower or a powered scissor lift incorporating a safe working platform and all installers are trained in the safe usage of this equipment. Ladders are only used for access, inspection, measuring and minor adjustments.

Where the provision of a scissor lift is required, all our installation engineers have undertaken CITB certified training in the operation of this equipment. The qualification certificate is available for presentation if required.

A pre use check will be carried out on all mobile equipment. Operators should be in visual contact with surrounding pedestrians at all times. A safe distance must be maintained between the equipment, pedestrians and fixed objects.

Where the provision of a mobile scaffold tower is required, all our installation engineers have undertaken PASMA certified training in the operation of this equipment. The qualification certificate is available for presentation if required.

Employees will: -

- Use work equipment safely and in accordance with the information, instruction and training provided by the employer.
- Only use the equipment that they are trained on.
- Take reasonable care of themselves and others who may be affected by their actions.
- Co-operate with the employer in the management arrangements for the provision and use of work equipment.
- Seek the permission of the employer before bringing any personal items of equipment to work where it is intended that they be used by either themselves or others as part of work activities.
- Make full and proper use of any personal protective equipment provided by the employer.

POWER TOOLS (vibration)

Employees using hand held power tools capable of contributing to HAVS and VWF should be aware of any possible risk they may inadvertently be working under, and should always: -

- Look for tingling and numbness in the fingers.
- Watch if fingers go white, then blue and then red and are very painful.
- Report loss of manual dexterity if it occurs.
- Report loss of strength in the affected parts.
- Use low vibration equipment.
- Ensure that steels are kept sharp.
- Avoid over gripping the tool.
- Keep fingers and hands warm.
- Reduce the amount of time spent using vibrating equipment.

WORKING AT HEIGHT

Employee's responsibilities

- Do not access height unless you are suitably trained and competent.
- Follow the control measures as detailed in the risk assessments, method statements and where applicable, permits to work.
- Use the equipment provided following specific training or instructions in its use.
- Wear all personal protective equipment (PPE) that is required by risk assessment and local site rules.
- Employees must never throw anything from height.

RESPONSIBILITIES

The foreman fitter is responsible for the control of safety on site. Off site safety is the responsibility of our site supervisors. Random site visits are made by our supervisors to ensure safe methods of working are adhered to. Overall responsibility for Health & Safety is the duty of the Managing Director.

Site Supervisor is...

Simon Harrison, who has SSSTS certification.

Managing Director is...

Peter Whyatt, who has SMSTS certification.

Our Health & Safety consultants are...

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It is the responsibility of all to ensure that the site safety rules are strictly adhered to and that site induction has been given prior to commencing work.

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MONITORING

Employees must: -

- Check equipment, including any personal protective equipment supplied, is safe before use.
- Co-operate with management arrangements in respect of workplace inspections.
- Follow any training, information, guidance and instruction given by the employer for checking and inspection of safe practices.
- Report any hazards or defects to the employer immediately.

INSTALLATION PROCEDURE

The client must ensure that each opening is clear of obstructions and that no other trades are working around or within the openings whilst the doors are being installed, there must be a level finished floor for our installers to work off.

- The guide and endplate angles are lifted into position by hand installed using the appropriate fixing bolts as outlined on the Job Specification Sheets.
- The roller barrel assembly is then hoisted into position at high level using a tested and certified chain block suspended from the structure over. If no suitable structure is available to support the chain block, or the door is of a size where it is unsuitable, the client must provide another means of hoisting the roller barrel assembly into position (e.g. fork lift truck or scissor lift).
- The roller barrel assembly is then secured to the endplates by means of the shaft retaining bolts and the counterbalance springs are tensioned by means of the hand chain or electrical drive motor chain.
- The shutter curtain is lifted into position in sections by hand or chain blocks, depending on the size and weight of the curtain.
- A side guide to one side of the opening is unbolted from the vertical angle and removed to allow the shutter curtain to be located into the side guide, which has not been removed. The curtain is then located into the removed side guide and bolted back onto the vertical angle to complete the installation.
- The complete door installation is then tested for ease of operation, lubricated as necessary and coil casings (where required) are raised into position by hand or by chain blocks, dependant on size. The door is then handed over to the client, with client's signature of our Completion Certificate.

WASTE DISPOSAL

Employee's responsibilities

- To dispose of waste as instructed.
- To inform management if an activity produces waste that has not been previously identified or removed from site so that the relevant steps can be taken for safe removal.
- Not to climb onto skips or other waste receptacles.
- To inform management if waste receptacles are full and need emptying.
- Not to remove items for waste receptacles and take or use for personal use.

METHOD STATEMENT

PRODUCT: HINGED STEEL DOORSETS

CLIENT:	ADVANCED REF NO:	
SITE:	SAFETY OFFICER: Peter Whyatt	
SITE FITTER:	Review 16/12/10	Next Review 16/12/11

METHOD STATEMENT

Employees must: -

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Peter Whyatt, Managing Director will implement the company's health and safety policy and recommend any changes to meet new circumstances. Advanced Doors Ltd recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of Advanced Doors Ltd looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the organisation aims to protect everyone, including visitors and members of the public, insofar as they come into contact with our activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the organisation in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. Advanced Doors Ltd will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The organisation will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment. We will provide, as far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

Employees are obliged to: -

- Always follow safety rules, avoid improvisation and comply with the health and safety policy.
- Only perform work that they are qualified to undertake.
- Always store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and personal protective equipment for the task being undertaken.
- Inform the First Aider or Appointed Person of all accidents that occur.

ENVIRONMENTAL

Advanced Doors Ltd recognises the need for sustainable development and continually aims to improve the environmental effect of its activities, to achieve this we will: -

Establish sound environmental management by: -

- Meeting or improving upon relevant legislative, regulatory and environmental codes of practice.
- Developing objectives that target environmental improvements and monitor performance by regular review.
- Considering any environmental issues in the decision-making process.
- Developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities.
- Educating staff so that they carry out their activities in an environmentally responsible manner.

Provide for the effective use of resources by: -

- Promoting waste minimisation by recycling or finding other uses for by-products whenever economically viable.
- Promoting the efficient use of resources, energy and fuel throughout the organisation's operations.

Co-operate with: -

- The communities in which we operate.
- The Government, regulatory bodies and other interested parties with the shared vision of being a good and trusted neighbour.

HAZARD REPORTING

Employees are to use the hazard reporting system as a means of communicating potentially dangerous situations or practices that may be present in the workplace; this is to be done verbally and in writing using the forms provided. When a hazard has been identified it must be reported immediately to the supervisor. It is their duty to assess the situation and introduce the necessary control measures, so far as is reasonably practicable, to prevent injury or unsafe conditions.

To use the hazard reporting procedure, simply: -

- Print and complete the 'Hazard detection report' and distribute copies to relevant staff.
- Liaise with your Line Manager, who will carry out the necessary remedial action.

ACCIDENT REPORTING and EMERGENCY PROCEDURES

Advanced Doors Ltd will: -

- Ensure that suitable procedural arrangements are made in order that all accidents and incidents occurring on the premises or associated with business activities are adequately recorded.
- Where necessary, notify the relevant authority of any accidents, dangerous occurrences and work related ill-health incidents.
- In the event of an accident or incident resulting in injury, ensure that appropriate First Aid treatment is administered.
- Ensure that all employees are adequately trained to carry out their work safely and are provided with information on safe working practices and accident prevention.

A nominated person will notify the enforcing authority without delay (e.g. by telephone, on-line)

if there is an accident connected with work and: -

- An employee, or a self-employed person working for or on behalf of the organisation is killed or suffers a major injury (including as a result of physical violence).
- A member of the public is killed or taken directly to hospital.

In addition Advanced Doors Ltd will ensure that: -

- All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In the majority of cases, the details contained within the accident book will constitute an investigation.
- The risk assessments will be reviewed and, if necessary, further control measures will be introduced.
- Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.

Employee's responsibilities

Any employee who is involved in, or aware of, an accident at work must follow the accident reporting procedure and inform the employers, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

HOT WORK

- Follow instruction, training and guidance given by the employer in respect of safe systems of work.
- Ensure that, regulators and flashback arresters are fitted, undertake frequent checks of hoses and connections and that gas bottles are stored securely.
- Shields, screens and barriers as detailed on the risk assessment, must be used in every instance.
- Keep respiratory protective equipment (RPE) and personal protective equipment (PPE) in good order, report hazards and defects to the employer.
- Co-operate with management arrangements for health and safety involving hot work.
- Report to management any instances where you feel your health has been compromised by the work being conducted.
- Do not attempt to carry out hot work unless trained to do so.

HOUSEKEEPING

Employees must: -

- Co-operate with management arrangements for good housekeeping in the workplace.
- Follow any guidance and instruction given to prevent injury or ill health.
- Report to the employer any hazardous or dangerous situations.

NOISE

To minimise the risks posed by exposure to excessive noise levels, employees will: -

- Comply with signs and notices that identify hearing protection zones.
- Wear hearing protection where its use is mandatory.
- Use the controls provided e.g. screens or dampers and report any defects.
- Co-operate and attend for hearing checks.

TRANSPORTATION

The doors are delivered to site by prior agreement with client to suit programme by means of our own transport or by an outside haulier during normal working hours unless otherwise agreed.

MANUAL HANDLING

Employees involved with manual handling activity should: -

- Follow the safe system of work designed and introduced by the employer and should not deviate from this without good reason.
- Not undertake a manual handling activity when a reasonably practicable alternative exists.
- Use any mechanical aids that have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately reported to the employer.
- Assist and co-operate with the process of the assessment of risk.
- Assist the employer with the implementation of staff training, attend training sessions as required and should apply the knowledge gained from training to their daily work.
- Report all accidents, injuries and near misses involving handling activities – however trivial.
- Inform the employer if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition.
- Not undertake any manual handling operation that they believe is beyond their capability.
- Report any unsafe systems of work to the employer.

Off-loading is by the client unless otherwise agreed and should be carried out either by hand or fork lift truck and great care taken in order to prevent damage to finishes.

Safe storage is to be provided by the client unless otherwise agreed: Doors should be stored adjacent to each respective opening and the storage area must be dry and secure. There is a degree of manual handling in our operations and we ensure that all tasks are carried out in accordance with the Manual Handling Regulations.

Each site operative has received training in manual handling and is medically fit to execute the duties given to them.

WORK EQUIPMENT

All installers are provided with all necessary safety equipment, test certified chain blocks, PAT tested 110v electrical equipment, ladders, tagged mobile scaffolding tower and scissor lift: All the equipment supplied to our site operatives is tested and/or inspected in line with current health and safety requirements.

Full PPE is supplied to every site operative which includes date stamped helmets, overalls, safety boots, gloves, eye protection, ear protection, safety harness etc. Each operative is fully trained in the correct use of this equipment.

Employees must: -

- Make full and proper use of all PPE that has been issued to them.

- Inspect all PPE before use to ensure that it is suitable, clean and undamaged.
- Report any defective PPE to the employer.
- Report any discomfort or ill health experienced as a consequence of wearing the equipment.
- Not undertake any work unless the correct equipment is being worn.
- Store PPE securely at all times.

All installation procedures are carried out from either a mobile scaffolding tower or a powered scissor lift incorporating a safe working platform and all installers are trained in the safe usage of this equipment. Ladders are only used for access, inspection, measuring and minor adjustments.

Where the provision of a scissor lift is required, all our installation engineers have undertaken CITB certified training in the operation of this equipment. The qualification certificate is available for presentation if required.

A pre use check will be carried out on all mobile equipment. Operators should be in visual contact with surrounding pedestrians at all times. A safe distance must be maintained between the equipment, pedestrians and fixed objects.

Where the provision of a mobile scaffold tower is required, all our installation engineers have undertaken PASMA certified training in the operation of this equipment. The qualification certificate is available for presentation if required.

Employees will: -

- Use work equipment safely and in accordance with the information, instruction and training provided by the employer.
- Only use the equipment that they are trained on.
- Take reasonable care of themselves and others who may be affected by their actions.
- Co-operate with the employer in the management arrangements for the provision and use of work equipment.
- Seek the permission of the employer before bringing any personal items of equipment to work where it is intended that they be used by either themselves or others as part of work activities.
- Make full and proper use of any personal protective equipment provided by the employer.

POWER TOOLS (vibration)

Employees using hand held power tools capable of contributing to HAVS and VWF should be aware of any possible risk they may inadvertently be working under, and should always: -

- Look for tingling and numbness in the fingers.
- Watch if fingers go white, then blue and then red and are very painful.
- Report loss of manual dexterity if it occurs.
- Report loss of strength in the affected parts.
- Use low vibration equipment.
- Ensure that steels are kept sharp.
- Avoid over gripping the tool.
- Keep fingers and hands warm.
- Reduce the amount of time spent using vibrating equipment.

WORKING AT HEIGHT

Employee's responsibilities

- Do not access height unless you are suitably trained and competent.
- Follow the control measures as detailed in the risk assessments, method statements and where applicable, permits to work.
- Use the equipment provided following specific training or instructions in its use.
- Wear all personal protective equipment (PPE) that is required by risk assessment and local site rules.
- Employees must never throw anything from height.

RESPONSIBILITIES

The foreman fitter is responsible for the control of safety on site. Off site safety is the responsibility of our site supervisors. Random site visits are made by our supervisors to ensure safe methods of working are adhered to. Overall responsibility for Health & Safety is the duty of the Managing Director.

Site Supervisor is...

Simon Harrison, who has SSSTS certification.

Managing Director is...

Peter Whyatt, who has SMSTS certification.

Our Health & Safety consultants are...

Citation Plc.

It is the responsibility of all to ensure that the site safety rules are strictly adhered to and that site induction has been given prior to commencing work.

Any accidents or near misses will be reported to the Site Manager and to our Managing Director and the appropriate paperwork completed. Should the accident require HSE notification under RIDDOR, it is the responsibility of our Managing Director to carry out this duty.

MONITORING

Employees must: -

- Check equipment, including any personal protective equipment supplied, is safe before use.
- Co-operate with management arrangements in respect of workplace inspections.
- Follow any training, information, guidance and instruction given by the employer for checking and inspection of safe practices.
- Report any hazards or defects to the employer immediately.

INSTALLATION PROCEDURE

The client must ensure that each opening is clear of obstructions and that no other trades are working around or within the openings whilst the doors are being installed, there must be a level finished floor for our installers to work off.

- The openings are checked to ensure that they have been formed to the correct dimensions and handing as indicated on the contract drawing.

- The frame complete with door leaf, is manually raised into the opening and the floor checked to ensure that it is level.
- The door leaf is placed in the open position for stability and the door checked to ensure that it is plumb and square within the opening by means of a spirit level.
- The fixing holes are then drilled using a tested electrical hand drill and the doorframe bolted back to the structure with the fixing bolts provided.

WASTE DISPOSAL

Employee's responsibilities

- To dispose of waste as instructed.
- To inform management if an activity produces waste that has not been previously identified or removed from site so that the relevant steps can be taken for safe removal.
- Not to climb onto skips or other waste receptacles.
- To inform management if waste receptacles are full and need emptying.
- Not to remove items for waste receptacles and take or use for personal use.

METHOD STATEMENT

INSTALLATION OF HIGH SPEED FLEXIBLE DOORS

CLIENT:	ADVANCED REF NO:	
SITE:	SAFETY OFFICER: Peter Whyatt	
SITE FITTER:	Review 16/12/10	Next Review 16/12/11

METHOD STATEMENT

Employees must: -

- Carry out work in accordance with the method statement.
- Co-operate with management arrangements in respect of method statements.
- Report any uncontrolled hazards to the employer.
- Follow instruction, training and guidance given by the employer.

HEALTH & SAFETY SYSTEM

It is the policy of Advanced Doors Ltd to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the company and other persons who may be affected by our undertakings.

Advanced Doors Ltd acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

Peter Whyatt, Managing Director will implement the company's health and safety policy and recommend any changes to meet new circumstances. Advanced Doors Ltd recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of Advanced Doors Ltd looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the organisation aims to protect everyone, including visitors and members of the public, insofar as they come into contact with our activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the organisation in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. Advanced Doors Ltd will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The organisation will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment. We will provide, as far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

Employees are obliged to: -

- Always follow safety rules, avoid improvisation and comply with the health and safety policy.
- Only perform work that they are qualified to undertake.
- Always store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and personal protective equipment for the task being undertaken.
- Inform the First Aider or Appointed Person of all accidents that occur.

ENVIRONMENTAL

Advanced Doors Ltd recognises the need for sustainable development and continually aims to improve the environmental effect of its activities, to achieve this we will: -

Establish sound environmental management by: -

- Meeting or improving upon relevant legislative, regulatory and environmental codes of practice.
- Developing objectives that target environmental improvements and monitor performance by regular review.
- Considering any environmental issues in the decision-making process.
- Developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities.
- Educating staff so that they carry out their activities in an environmentally responsible manner.

Provide for the effective use of resources by: -

- Promoting waste minimisation by recycling or finding other uses for by-products whenever economically viable.
- Promoting the efficient use of resources, energy and fuel throughout the organisation's operations.

Co-operate with: -

- The communities in which we operate.
- The Government, regulatory bodies and other interested parties with the shared vision of being a good and trusted neighbour.

HAZARD REPORTING

Employees are to use the hazard reporting system as a means of communicating potentially dangerous situations or practices that may be present in the workplace; this is to be done verbally and in writing using the forms provided. When a hazard has been identified it must be reported immediately to the supervisor. It is their duty to assess the situation and introduce the necessary control measures, so far as is reasonably practicable, to prevent injury or unsafe conditions.

To use the hazard reporting procedure, simply: -

- Print and complete the 'Hazard detection report' and distribute copies to relevant staff.
- Liaise with your Line Manager, who will carry out the necessary remedial action.

ACCIDENT REPORTING and EMERGENCY PROCEDURES

Advanced Doors Ltd will: -

- Ensure that suitable procedural arrangements are made in order that all accidents and incidents occurring on the premises or associated with business activities are adequately recorded.
- Where necessary, notify the relevant authority of any accidents, dangerous occurrences and work related ill-health incidents.
- In the event of an accident or incident resulting in injury, ensure that appropriate First Aid treatment is administered.
- Ensure that all employees are adequately trained to carry out their work safely and are provided with information on safe working practices and accident prevention.

A nominated person will notify the enforcing authority without delay (e.g. by telephone, on-line)

if there is an accident connected with work and: -

- An employee, or a self-employed person working for or on behalf of the organisation is killed or suffers a major injury (including as a result of physical violence).
- A member of the public is killed or taken directly to hospital.

In addition Advanced Doors Ltd will ensure that: -

- All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In the majority of cases, the details contained within the accident book will constitute an investigation.
- The risk assessments will be reviewed and, if necessary, further control measures will be introduced.
- Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.

Employee's responsibilities

Any employee who is involved in, or aware of, an accident at work must follow the accident reporting procedure and inform the employers, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

HOT WORK

- Follow instruction, training and guidance given by the employer in respect of safe systems of work.
- Ensure that, regulators and flashback arresters are fitted, undertake frequent checks of hoses and connections and that gas bottles are stored securely.
- Shields, screens and barriers as detailed on the risk assessment, must be used in every instance.
- Keep respiratory protective equipment (RPE) and personal protective equipment (PPE) in good order, report hazards and defects to the employer.
- Co-operate with management arrangements for health and safety involving hot work.
- Report to management any instances where you feel your health has been compromised by the work being conducted.
- Do not attempt to carry out hot work unless trained to do so.

HOUSEKEEPING

Employees must: -

- Co-operate with management arrangements for good housekeeping in the workplace.
- Follow any guidance and instruction given to prevent injury or ill health.
- Report to the employer any hazardous or dangerous situations.

NOISE

To minimise the risks posed by exposure to excessive noise levels, employees will: -

- Comply with signs and notices that identify hearing protection zones.
- Wear hearing protection where its use is mandatory.
- Use the controls provided e.g. screens or dampers and report any defects.
- Co-operate and attend for hearing checks.

TRANSPORTATION

The doors are delivered to site by prior agreement with client to suit programme by means of our own transport or by an outside haulier during normal working hours unless otherwise agreed.

MANUAL HANDLING

Employees involved with manual handling activity should: -

- Follow the safe system of work designed and introduced by the employer and should not deviate from this without good reason.
- Not undertake a manual handling activity when a reasonably practicable alternative exists.
- Use any mechanical aids that have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately reported to the employer.
- Assist and co-operate with the process of the assessment of risk.
- Assist the employer with the implementation of staff training, attend training sessions as required and should apply the knowledge gained from training to their daily work.
- Report all accidents, injuries and near misses involving handling activities – however trivial.
- Inform the employer if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition.
- Not undertake any manual handling operation that they believe is beyond their capability.
- Report any unsafe systems of work to the employer.

Off-loading is by the client unless otherwise agreed and should be carried out either by hand or fork lift truck and great care taken in order to prevent damage to finishes.

Safe storage is to be provided by the client unless otherwise agreed: Doors should be stored adjacent to each respective opening and the storage area must be dry and secure. There is a degree of manual handling in our operations and we ensure that all tasks are carried out in accordance with the Manual Handling Regulations. Each site operative has received training in manual handling and is medically fit to execute the duties given to them.

WORK EQUIPMENT

All installers are provided with all necessary safety equipment, test certified chain blocks, PAT tested 110v electrical equipment, ladders, tagged mobile scaffolding tower and scissor lift: All the equipment supplied to our site operatives is tested and/or inspected in line with current health and safety requirements.

Full PPE is supplied to every site operative which includes date stamped helmets, overalls, safety boots, gloves, eye protection, ear protection, safety harness etc. Each operative is fully trained in the correct use of this equipment.

Employees must: -

- Make full and proper use of all PPE that has been issued to them.
- Inspect all PPE before use to ensure that it is suitable, clean and undamaged.
- Report any defective PPE to the employer.
- Report any discomfort or ill health experienced as a consequence of wearing the equipment.
- Not undertake any work unless the correct equipment is being worn.
- Store PPE securely at all times.

All installation procedures are carried out from either a mobile scaffolding tower or a powered scissor lift incorporating a safe working platform and all installers are trained in the safe usage of this equipment. Ladders are only used for access, inspection, measuring and minor adjustments.

Where the provision of a scissor lift is required, all our installation engineers have undertaken CITB certified training in the operation of this equipment. The qualification certificate is available for presentation if required.

A pre use check will be carried out on all mobile equipment. Operators should be in visual contact with surrounding pedestrians at all times. A safe distance must be maintained between the equipment, pedestrians and fixed objects.

Where the provision of a mobile scaffold tower is required, all our installation engineers have undertaken PASMA certified training in the operation of this equipment. The qualification certificate is available for presentation if required.

Employees will: -

- Use work equipment safely and in accordance with the information, instruction and training provided by the employer.
- Only use the equipment that they are trained on.
- Take reasonable care of themselves and others who may be affected by their actions.
- Co-operate with the employer in the management arrangements for the provision and use of work equipment.
- Seek the permission of the employer before bringing any personal items of equipment to work where it is intended that they be used by either themselves or others as part of work activities.
- Make full and proper use of any personal protective equipment provided by the employer.

POWER TOOLS (vibration)

Employees using hand held power tools capable of contributing to HAVS and VWF should be aware of any possible risk they may inadvertently be working under, and should always: -

- Look for tingling and numbness in the fingers.
- Watch if fingers go white, then blue and then red and are very painful.
- Report loss of manual dexterity if it occurs.
- Report loss of strength in the affected parts.
- Use low vibration equipment.
- Ensure that steels are kept sharp.
- Avoid over gripping the tool.
- Keep fingers and hands warm.
- Reduce the amount of time spent using vibrating equipment.

WORKING AT HEIGHT

Employee's responsibilities

- Do not access height unless you are suitably trained and competent.
- Follow the control measures as detailed in the risk assessments, method statements and where applicable, permits to work.
- Use the equipment provided following specific training or instructions in its use.
- Wear all personal protective equipment (PPE) that is required by risk assessment and local site rules.
- Employees must never throw anything from height.

RESPONSIBILITIES

The foreman fitter is responsible for the control of safety on site. Off site safety is the responsibility of our site supervisors. Random site visits are made by our supervisors to ensure safe methods of working are adhered to. Overall responsibility for Health & Safety is the duty of the Managing Director.

Site Supervisor is...

Simon Harrison, who has SSSTS certification.

Managing Director is...

Peter Whyatt, who has SMSTS certification.

Our Health & Safety consultants are...

Citation Plc.

It is the responsibility of all to ensure that the site safety rules are strictly adhered to and that site induction has been given prior to commencing work.

Any accidents or near misses will be reported to the Site Manager and to our Managing Director and the appropriate paperwork completed. Should the accident require HSE notification under RIDDOR, it is the responsibility of our Managing Director to carry out this duty.

MONITORING

Employees must: -

- Check equipment, including any personal protective equipment supplied, is safe before use.
- Co-operate with management arrangements in respect of workplace inspections.
- Follow any training, information, guidance and instruction given by the employer for checking and inspection of safe practices.
- Report any hazards or defects to the employer immediately.

INSTALLATION PROCEDURE

The client must ensure that each opening is clear of obstructions and that no other trades are working around or within the openings whilst the doors are being installed, there must be a level finished floor for our installers to work off.

- Position vertical side frames, check for alignment and secure to floor.
- The head section assembly is then lifted into position at high level by means of forklift truck or scissor lift provided by the client.
- Secure head section to vertical side frames.

- Wire control Panel to motor and connect ancillary electrical components to control panel.

Test operation door and check all fixings.

WASTE DISPOSAL

Employee's responsibilities

- To dispose of waste as instructed.
- To inform management if an activity produces waste that has not been previously identified or removed from site so that the relevant steps can be taken for safe removal.
- Not to climb onto skips or other waste receptacles.
- To inform management if waste receptacles are full and need emptying.
- Not to remove items from waste receptacles and take or use for personal use.

METHOD STATEMENT

INSTALLATION OF ROAD TRAFFIC BARRIERS

CLIENT:	ADVANCED REF NO:	
SITE:	SAFETY OFFICER: Peter Whyatt	
SITE FITTER:	Review 16/12/10	Next Review 16/12/11

METHOD STATEMENT

Employees must: -

- Carry out work in accordance with the method statement.
- Co-operate with management arrangements in respect of method statements.
- Report any uncontrolled hazards to the employer.
- Follow instruction, training and guidance given by the employer.

HEALTH & SAFETY SYSTEM

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Advanced Doors Ltd acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

Peter Whyatt, Managing Director will implement the company's health and safety policy and recommend any changes to meet new circumstances. Advanced Doors Ltd recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

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All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the organisation in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. Advanced Doors Ltd will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

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We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

Employees are obliged to: -

- Always follow safety rules, avoid improvisation and comply with the health and safety policy.
- Only perform work that they are qualified to undertake.
- Always store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and personal protective equipment for the task being undertaken.
- Inform the First Aider or Appointed Person of all accidents that occur.

ENVIRONMENTAL

Advanced Doors Ltd recognises the need for sustainable development and continually aims to improve the environmental effect of its activities, to achieve this we will: -

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- Developing objectives that target environmental improvements and monitor performance by regular review.
- Considering any environmental issues in the decision-making process.
- Developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities.
- Educating staff so that they carry out their activities in an environmentally responsible manner.

Provide for the effective use of resources by: -

- Promoting waste minimisation by recycling or finding other uses for by-products whenever economically viable.
- Promoting the efficient use of resources, energy and fuel throughout the organisation's operations.

Co-operate with: -

- The communities in which we operate.
- The Government, regulatory bodies and other interested parties with the shared vision of being a good and trusted neighbour.

HAZARD REPORTING

Employees are to use the hazard reporting system as a means of communicating potentially dangerous situations or practices that may be present in the workplace; this is to be done verbally and in writing using the forms provided. When a hazard has been identified it must be reported immediately to the supervisor. It is their duty to assess the situation and introduce the necessary control measures, so far as is reasonably practicable, to prevent injury or unsafe conditions.

To use the hazard reporting procedure, simply: -

- Print and complete the 'Hazard detection report' and distribute copies to relevant staff.
- Liaise with your Line Manager, who will carry out the necessary remedial action.

ACCIDENT REPORTING and EMERGENCY PROCEDURES

Advanced Doors Ltd will: -

- Ensure that suitable procedural arrangements are made in order that all accidents and incidents occurring on the premises or associated with business activities are adequately recorded.
- Where necessary, notify the relevant authority of any accidents, dangerous occurrences and work related ill-health incidents.
- In the event of an accident or incident resulting in injury, ensure that appropriate First Aid treatment is administered.
- Ensure that all employees are adequately trained to carry out their work safely and are provided with information on safe working practices and accident prevention.

A nominated person will notify the enforcing authority without delay (e.g. by telephone, on-line)

if there is an accident connected with work and: -

- An employee, or a self-employed person working for or on behalf of the organisation is killed or suffers a major injury (including as a result of physical violence).
- A member of the public is killed or taken directly to hospital.

In addition Advanced Doors Ltd will ensure that: -

- All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In the majority of cases, the details contained within the accident book will constitute an investigation.
- The risk assessments will be reviewed and, if necessary, further control measures will be introduced.
- Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.

Employee's responsibilities

Any employee who is involved in, or aware of, an accident at work must follow the accident reporting procedure and inform the employers, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

HOT WORK

- Follow instruction, training and guidance given by the employer in respect of safe systems of work.
- Ensure that, regulators and flashback arresters are fitted, undertake frequent checks of hoses and connections and that gas bottles are stored securely.
- Shields, screens and barriers as detailed on the risk assessment, must be used in every instance.
- Keep respiratory protective equipment (RPE) and personal protective equipment (PPE) in good order, report hazards and defects to the employer.
- Co-operate with management arrangements for health and safety involving hot work.
- Report to management any instances where you feel your health has been compromised by the work being conducted.
- Do not attempt to carry out hot work unless trained to do so.

HOUSEKEEPING

Employees must: -

- Co-operate with management arrangements for good housekeeping in the workplace.
- Follow any guidance and instruction given to prevent injury or ill health.
- Report to the employer any hazardous or dangerous situations.

NOISE

To minimise the risks posed by exposure to excessive noise levels, employees will: -

- Comply with signs and notices that identify hearing protection zones.
- Wear hearing protection where its use is mandatory.
- Use the controls provided e.g. screens or dampers and report any defects.
- Co-operate and attend for hearing checks.

TRANSPORTATION

The doors are delivered to site by prior agreement with client to suit programme by means of our own transport or by an outside haulier during normal working hours unless otherwise agreed.

MANUAL HANDLING

Employees involved with manual handling activity should: -

- Follow the safe system of work designed and introduced by the employer and should not deviate from this without good reason.
- Not undertake a manual handling activity when a reasonably practicable alternative exists.
- Use any mechanical aids that have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately reported to the employer.
- Assist and co-operate with the process of the assessment of risk.
- Assist the employer with the implementation of staff training, attend training sessions as required and should apply the knowledge gained from training to their daily work.
- Report all accidents, injuries and near misses involving handling activities – however trivial.
- Inform the employer if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition.
- Not undertake any manual handling operation that they believe is beyond their capability.
- Report any unsafe systems of work to the employer.

Off-loading is by the client unless otherwise agreed and should be carried out either by hand or fork lift truck and great care taken in order to prevent damage to finishes.

Safe storage is to be provided by the client unless otherwise agreed: Doors should be stored adjacent to each respective opening and the storage area must be dry and secure. There is a degree of manual handling in our operations and we ensure that all tasks are carried out in accordance with the Manual Handling Regulations. Each site operative has received training in manual handling and is medically fit to execute the duties given to them.

WORK EQUIPMENT

All installers are provided with all necessary safety equipment, test certified chain blocks, PAT tested 110v electrical equipment, ladders, tagged mobile scaffolding tower and scissor lift: All the equipment supplied to our site operatives is tested and/or inspected in line with current health and safety requirements.

Full PPE is supplied to every site operative which includes date stamped helmets, overalls, safety boots, gloves, eye protection, ear protection, safety harness etc. Each operative is fully trained in the correct use of this equipment.

Employees must: -

- Make full and proper use of all PPE that has been issued to them.

- Inspect all PPE before use to ensure that it is suitable, clean and undamaged.
- Report any defective PPE to the employer.
- Report any discomfort or ill health experienced as a consequence of wearing the equipment.
- Not undertake any work unless the correct equipment is being worn.
- Store PPE securely at all times.

All installation procedures are carried out from either a mobile scaffolding tower or a powered scissor lift incorporating a safe working platform and all installers are trained in the safe usage of this equipment. Ladders are only used for access, inspection, measuring and minor adjustments.

Where the provision of a scissor lift is required, all our installation engineers have undertaken CITB certified training in the operation of this equipment. The qualification certificate is available for presentation if required.

A pre use check will be carried out on all mobile equipment. Operators should be in visual contact with surrounding pedestrians at all times. A safe distance must be maintained between the equipment, pedestrians and fixed objects.

Where the provision of a mobile scaffold tower is required, all our installation engineers have undertaken PASMA certified training in the operation of this equipment. The qualification certificate is available for presentation if required.

Employees will: -

- Use work equipment safely and in accordance with the information, instruction and training provided by the employer.
- Only use the equipment that they are trained on.
- Take reasonable care of themselves and others who may be affected by their actions.
- Co-operate with the employer in the management arrangements for the provision and use of work equipment.
- Seek the permission of the employer before bringing any personal items of equipment to work where it is intended that they be used by either themselves or others as part of work activities.
- Make full and proper use of any personal protective equipment provided by the employer.

POWER TOOLS (vibration)

Employees using hand held power tools capable of contributing to HAVS and VWF should be aware of any possible risk they may inadvertently be working under, and should always: -

- Look for tingling and numbness in the fingers.
- Watch if fingers go white, then blue and then red and are very painful.
- Report loss of manual dexterity if it occurs.
- Report loss of strength in the affected parts.
- Use low vibration equipment.
- Ensure that steels are kept sharp.
- Avoid over gripping the tool.
- Keep fingers and hands warm.
- Reduce the amount of time spent using vibrating equipment.

WORKING AT HEIGHT

Employee's responsibilities

- Do not access height unless you are suitably trained and competent.
- Follow the control measures as detailed in the risk assessments, method statements and where applicable, permits to work.
- Use the equipment provided following specific training or instructions in its use.
- Wear all personal protective equipment (PPE) that is required by risk assessment and local site rules.
- Employees must never throw anything from height.

RESPONSIBILITIES

The foreman fitter is responsible for the control of safety on site. Off site safety is the responsibility of our site supervisors. Random site visits are made by our supervisors to ensure safe methods of working are adhered to. Overall responsibility for Health & Safety is the duty of the Managing Director.

Site Supervisor is...

Simon Harrison, who has SSSTS certification.

Managing Director is...

Peter Whyatt, who has SMSTS certification.

Our Health & Safety consultants are...

Citation Plc.

It is the responsibility of all to ensure that the site safety rules are strictly adhered to and that site induction has been given prior to commencing work.

Any accidents or near misses will be reported to the Site Manager and to our Managing Director and the appropriate paperwork completed. Should the accident require HSE notification under RIDDOR, it is the responsibility of our Managing Director to carry out this duty.

MONITORING

Employees must: -

- Check equipment, including any personal protective equipment supplied, is safe before use.
- Co-operate with management arrangements in respect of workplace inspections.
- Follow any training, information, guidance and instruction given by the employer for checking and inspection of safe practices.
- Report any hazards or defects to the employer immediately.

INSTALLATION PROCEDURE

The client must ensure that each opening is clear of obstructions and that no other trades are working around or within the openings whilst the barriers are being installed, there must be a level finished floor for our installers to work off.

- Position barrier cabinet in agreed position with client and fix to concrete slab.
- Install barrier boom to cabinet with fixings supplied.

- Install forked boom rest at opposite side from cabinet and clear of opening.
- Cut out chases in floor for induction loops.
- Wire control panel to motor and connect ancillary electrical components to control panel.
- Back fill loop chases with fast set cement once loops have been tested.
- Install stop and no entry signs to centre of boom.

Test operation of barrier and check all safety devices and activation devices.

WASTE DISPOSAL

Employee's responsibilities

- To dispose of waste as instructed.
- To inform management if an activity produces waste that has not been previously identified or removed from site so that the relevant steps can be taken for safe removal.
- Not to climb onto skips or other waste receptacles.
- To inform management if waste receptacles are full and need emptying.
- Not to remove items for waste receptacles and take or use for personal use.

METHOD STATEMENT

SERVICE TO INDUSTRIAL DOORS

CLIENT:	ADVANCED REF NO:	
SITE:	SAFETY OFFICER: Peter Whyatt	
SITE FITTER:	Review 16/12/10	Next Review 16/12/11

METHOD STATEMENT

Employees must: -

- Carry out work in accordance with the method statement.
- Co-operate with management arrangements in respect of method statements.
- Report any uncontrolled hazards to the employer.
- Follow instruction, training and guidance given by the employer.

HEALTH & SAFETY SYSTEM

It is the policy of Advanced Doors Ltd to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the company and other persons who may be affected by our undertakings.

Advanced Doors Ltd acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

Peter Whyatt, Managing Director will implement the company's health and safety policy and recommend any changes to meet new circumstances. Advanced Doors Ltd recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of Advanced Doors Ltd looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the organisation aims to protect everyone, including visitors and members of the public, insofar as they come into contact with our activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the organisation in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. Advanced Doors Ltd will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The organisation will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment. We will provide, as far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

Employees are obliged to: -

- Always follow safety rules, avoid improvisation and comply with the health and safety policy.
- Only perform work that they are qualified to undertake.
- Always store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and personal protective equipment for the task being undertaken.
- Inform the First Aider or Appointed Person of all accidents that occur.

ENVIRONMENTAL

Advanced Doors Ltd recognises the need for sustainable development and continually aims to improve the environmental effect of its activities, to achieve this we will: -

Establish sound environmental management by: -

- Meeting or improving upon relevant legislative, regulatory and environmental codes of practice.
- Developing objectives that target environmental improvements and monitor performance by regular review.
- Considering any environmental issues in the decision-making process.
- Developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities.
- Educating staff so that they carry out their activities in an environmentally responsible manner.

Provide for the effective use of resources by: -

- Promoting waste minimisation by recycling or finding other uses for by-products whenever economically viable.
- Promoting the efficient use of resources, energy and fuel throughout the organisation's operations.

Co-operate with: -

- The communities in which we operate.
- The Government, regulatory bodies and other interested parties with the shared vision of being a good and trusted neighbour.

HAZARD REPORTING

Employees are to use the hazard reporting system as a means of communicating potentially dangerous situations or practices that may be present in the workplace; this is to be done verbally and in writing using the forms provided. When a hazard has been identified it must be reported immediately to the supervisor. It is their duty to assess the situation and introduce the necessary control measures, so far as is reasonably practicable, to prevent injury or unsafe conditions.

To use the hazard reporting procedure, simply: -

- Print and complete the 'Hazard detection report' and distribute copies to relevant staff.
- Liaise with your Line Manager, who will carry out the necessary remedial action.

ACCIDENT REPORTING and EMERGENCY PROCEDURES

Advanced Doors Ltd will: -

- Ensure that suitable procedural arrangements are made in order that all accidents and incidents occurring on the premises or associated with business activities are adequately recorded.
- Where necessary, notify the relevant authority of any accidents, dangerous occurrences and work related ill-health incidents.
- In the event of an accident or incident resulting in injury, ensure that appropriate First Aid treatment is administered.
- Ensure that all employees are adequately trained to carry out their work safely and are provided with information on safe working practices and accident prevention.

A nominated person will notify the enforcing authority without delay (e.g. by telephone, on-line)

if there is an accident connected with work and: -

- An employee, or a self-employed person working for or on behalf of the organisation is killed or suffers a major injury (including as a result of physical violence).
- A member of the public is killed or taken directly to hospital.

In addition Advanced Doors Ltd will ensure that: -

- All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In the majority of cases, the details contained within the accident book will constitute an investigation.
- The risk assessments will be reviewed and, if necessary, further control measures will be introduced.
- Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.

Employee's responsibilities

Any employee who is involved in, or aware of, an accident at work must follow the accident reporting procedure and inform the employers, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

HOT WORK

- Follow instruction, training and guidance given by the employer in respect of safe systems of work.
- Ensure that, regulators and flashback arresters are fitted, undertake frequent checks of hoses and connections and that gas bottles are stored securely.
- Shields, screens and barriers as detailed on the risk assessment, must be used in every instance.
- Keep respiratory protective equipment (RPE) and personal protective equipment (PPE) in good order, report hazards and defects to the employer.
- Co-operate with management arrangements for health and safety involving hot work.
- Report to management any instances where you feel your health has been compromised by the work being conducted.
- Do not attempt to carry out hot work unless trained to do so.

HOUSEKEEPING

Employees must: -

- Co-operate with management arrangements for good housekeeping in the workplace.
- Follow any guidance and instruction given to prevent injury or ill health.
- Report to the employer any hazardous or dangerous situations.

NOISE

To minimise the risks posed by exposure to excessive noise levels, employees will: -

- Comply with signs and notices that identify hearing protection zones.
- Wear hearing protection where its use is mandatory.
- Use the controls provided e.g. screens or dampers and report any defects.
- Co-operate and attend for hearing checks.

TRANSPORTATION

The doors are delivered to site by prior agreement with client to suit programme by means of our own transport or by an outside haulier during normal working hours unless otherwise agreed.

MANUAL HANDLING

Employees involved with manual handling activity should: -

- Follow the safe system of work designed and introduced by the employer and should not deviate from this without good reason.
- Not undertake a manual handling activity when a reasonably practicable alternative exists.
- Use any mechanical aids that have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately reported to the employer.
- Assist and co-operate with the process of the assessment of risk.
- Assist the employer with the implementation of staff training, attend training sessions as required and should apply the knowledge gained from training to their daily work.
- Report all accidents, injuries and near misses involving handling activities – however trivial.
- Inform the employer if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition.
- Not undertake any manual handling operation that they believe is beyond their capability.
- Report any unsafe systems of work to the employer.

Off-loading is by the client unless otherwise agreed and should be carried out either by hand or fork lift truck and great care taken in order to prevent damage to finishes.

Safe storage is to be provided by the client unless otherwise agreed: Doors should be stored adjacent to each respective opening and the storage area must be dry and secure. There is a degree of manual handling in our operations and we ensure that all tasks are carried out in accordance with the Manual Handling Regulations.

Each site operative has received training in manual handling and is medically fit to execute the duties given to them.

WORK EQUIPMENT

All installers are provided with all necessary safety equipment, test certified chain blocks, PAT tested 110v electrical equipment, ladders, tagged mobile scaffolding tower and scissor lift: All the equipment supplied to our site operatives is tested and/or inspected in line with current health and safety requirements.

Full PPE is supplied to every site operative which includes date stamped helmets, overalls, safety boots, gloves, eye protection, ear protection, safety harness etc. Each operative is fully trained in the correct use of this equipment.

Employees must: -

- Make full and proper use of all PPE that has been issued to them.

- Inspect all PPE before use to ensure that it is suitable, clean and undamaged.
- Report any defective PPE to the employer.
- Report any discomfort or ill health experienced as a consequence of wearing the equipment.
- Not undertake any work unless the correct equipment is being worn.
- Store PPE securely at all times.

All installation procedures are carried out from either a mobile scaffolding tower or a powered scissor lift incorporating a safe working platform and all installers are trained in the safe usage of this equipment. Ladders are only used for access, inspection, measuring and minor adjustments.

Where the provision of a scissor lift is required, all our installation engineers have undertaken CITB certified training in the operation of this equipment. The qualification certificate is available for presentation if required.

A pre use check will be carried out on all mobile equipment. Operators should be in visual contact with surrounding pedestrians at all times. A safe distance must be maintained between the equipment, pedestrians and fixed objects.

Where the provision of a mobile scaffold tower is required, all our installation engineers have undertaken PASMA certified training in the operation of this equipment. The qualification certificate is available for presentation if required.

Employees will: -

- Use work equipment safely and in accordance with the information, instruction and training provided by the employer.
- Only use the equipment that they are trained on.
- Take reasonable care of themselves and others who may be affected by their actions.
- Co-operate with the employer in the management arrangements for the provision and use of work equipment.
- Seek the permission of the employer before bringing any personal items of equipment to work where it is intended that they be used by either themselves or others as part of work activities.
- Make full and proper use of any personal protective equipment provided by the employer.

POWER TOOLS (vibration)

Employees using hand held power tools capable of contributing to HAVS and VWF should be aware of any possible risk they may inadvertently be working under, and should always: -

- Look for tingling and numbness in the fingers.
- Watch if fingers go white, then blue and then red and are very painful.
- Report loss of manual dexterity if it occurs.
- Report loss of strength in the affected parts.
- Use low vibration equipment.
- Ensure that steels are kept sharp.
- Avoid over gripping the tool.
- Keep fingers and hands warm.
- Reduce the amount of time spent using vibrating equipment.

WORKING AT HEIGHT

Employee's responsibilities

- Do not access height unless you are suitably trained and competent.
- Follow the control measures as detailed in the risk assessments, method statements and where applicable, permits to work.
- Use the equipment provided following specific training or instructions in its use.
- Wear all personal protective equipment (PPE) that is required by risk assessment and local site rules.
- Employees must never throw anything from height.

RESPONSIBILITIES

The foreman fitter is responsible for the control of safety on site. Off site safety is the responsibility of our site supervisors. Random site visits are made by our supervisors to ensure safe methods of working are adhered to. Overall responsibility for Health & Safety is the duty of the Managing Director.

Site Supervisor is...

Simon Harrison, who has SSSTS certification.

Managing Director is...

Peter Whyatt, who has SMSTS certification.

Our Health & Safety consultants are...

Citation Plc.

It is the responsibility of all to ensure that the site safety rules are strictly adhered to and that site induction has been given prior to commencing work.

Any accidents or near misses will be reported to the Site Manager and to our Managing Director and the appropriate paperwork completed. Should the accident require HSE notification under RIDDOR, it is the responsibility of our Managing Director to carry out this duty.

MONITORING

Employees must: -

- Check equipment, including any personal protective equipment supplied, is safe before use.
- Co-operate with management arrangements in respect of workplace inspections.
- Follow any training, information, guidance and instruction given by the employer for checking and inspection of safe practices.
- Report any hazards or defects to the employer immediately.

SERVICE PROCEDURE

The client must ensure that each door opening is clear of obstructions and that no other trades are working around or within the openings whilst the doors are being serviced.

- The inspection of the doors is carried out in line with our service inspection check sheets.
- Doors are adjusted and lubricated where required.
- The service check sheet is then completed and signed off.
- The self adhesive service label on the door is updated.
- Any further work required will be noted.

WASTE DISPOSAL

Employee's responsibilities

- To dispose of waste as instructed.
- To inform management if an activity produces waste that has not been previously identified or removed from site so that the relevant steps can be taken for safe removal.
- Not to climb onto skips or other waste receptacles.
- To inform management if waste receptacles are full and need emptying.
- Not to remove items from waste receptacles and take or use for personal use.

METHOD STATEMENT

REPAIRS & MODIFICATIONS TO STANDARD AND FIRE RESISTING & INSULATED ROLLER SHUTTER DOORS

CLIENT:	ADVANCED REF NO:	
SITE:	SAFETY OFFICER:	
SITE FITTER:	Review 16/12/10	Next Review 16/12/11

METHOD STATEMENT

Employees must: -

- Carry out work in accordance with the method statement.
- Co-operate with management arrangements in respect of method statements.
- Report any uncontrolled hazards to the employer.
- Follow instruction, training and guidance given by the employer.

HEALTH & SAFETY SYSTEM

It is the policy of Advanced Doors Ltd to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the company and other persons who may be affected by our undertakings.

Advanced Doors Ltd acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

Peter Whyatt, Managing Director will implement the company's health and safety policy and recommend any changes to meet new circumstances. Advanced Doors Ltd recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of Advanced Doors Ltd looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the organisation aims to protect everyone, including visitors and members of the public, insofar as they come into contact with our activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the organisation in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. Advanced Doors Ltd will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The organisation will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment. We will provide, as far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

Employees are obliged to: -

- Always follow safety rules, avoid improvisation and comply with the health and safety policy.
- Only perform work that they are qualified to undertake.
- Always store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and personal protective equipment for the task being undertaken.
- Inform the First Aider or Appointed Person of all accidents that occur.

ENVIRONMENTAL

Advanced Doors Ltd recognises the need for sustainable development and continually aims to improve the environmental effect of its activities, to achieve this we will: -

Establish sound environmental management by: -

- Meeting or improving upon relevant legislative, regulatory and environmental codes of practice.
- Developing objectives that target environmental improvements and monitor performance by regular review.
- Considering any environmental issues in the decision-making process.
- Developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities.
- Educating staff so that they carry out their activities in an environmentally responsible manner.

Provide for the effective use of resources by: -

- Promoting waste minimisation by recycling or finding other uses for by-products whenever economically viable.
- Promoting the efficient use of resources, energy and fuel throughout the organisation's operations.

Co-operate with: -

- The communities in which we operate.
- The Government, regulatory bodies and other interested parties with the shared vision of being a good and trusted neighbour.

HAZARD REPORTING

Employees are to use the hazard reporting system as a means of communicating potentially dangerous situations or practices that may be present in the workplace; this is to be done verbally and in writing using the forms provided. When a hazard has been identified it must be reported immediately to the supervisor. It is their duty to assess the situation and introduce the necessary control measures, so far as is reasonably practicable, to prevent injury or unsafe conditions.

To use the hazard reporting procedure, simply: -

- Print and complete the 'Hazard detection report' and distribute copies to relevant staff.
- Liaise with your Line Manager, who will carry out the necessary remedial action.

ACCIDENT REPORTING and EMERGENCY PROCEDURES

Advanced Doors Ltd will: -

- Ensure that suitable procedural arrangements are made in order that all accidents and incidents occurring on the premises or associated with business activities are adequately recorded.
- Where necessary, notify the relevant authority of any accidents, dangerous occurrences and work related ill-health incidents.
- In the event of an accident or incident resulting in injury, ensure that appropriate First Aid treatment is administered.
- Ensure that all employees are adequately trained to carry out their work safely and are provided with information on safe working practices and accident prevention.

A nominated person will notify the enforcing authority without delay (e.g. by telephone, on-line)

if there is an accident connected with work and: -

- An employee, or a self-employed person working for or on behalf of the organisation is killed or suffers a major injury (including as a result of physical violence).
- A member of the public is killed or taken directly to hospital.

In addition Advanced Doors Ltd will ensure that: -

- All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In the majority of cases, the details contained within the accident book will constitute an investigation.
- The risk assessments will be reviewed and, if necessary, further control measures will be introduced.
- Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.

Employee's responsibilities

Any employee who is involved in, or aware of, an accident at work must follow the accident reporting procedure and inform the employers, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

HOT WORK

- Follow instruction, training and guidance given by the employer in respect of safe systems of work.
- Ensure that, regulators and flashback arresters are fitted, undertake frequent checks of hoses and connections and that gas bottles are stored securely.
- Shields, screens and barriers as detailed on the risk assessment, must be used in every instance.
- Keep respiratory protective equipment (RPE) and personal protective equipment (PPE) in good order, report hazards and defects to the employer.
- Co-operate with management arrangements for health and safety involving hot work.
- Report to management any instances where you feel your health has been compromised by the work being conducted.
- Do not attempt to carry out hot work unless trained to do so.

HOUSEKEEPING

Employees must: -

- Co-operate with management arrangements for good housekeeping in the workplace.
- Follow any guidance and instruction given to prevent injury or ill health.
- Report to the employer any hazardous or dangerous situations.

NOISE

To minimise the risks posed by exposure to excessive noise levels, employees will: -

- Comply with signs and notices that identify hearing protection zones.
- Wear hearing protection where its use is mandatory.
- Use the controls provided e.g. screens or dampers and report any defects.
- Co-operate and attend for hearing checks.

TRANSPORTATION

The doors are delivered to site by prior agreement with client to suit programme by means of our own transport or by an outside haulier during normal working hours unless otherwise agreed.

MANUAL HANDLING

Employees involved with manual handling activity should: -

- Follow the safe system of work designed and introduced by the employer and should not deviate from this without good reason.
- Not undertake a manual handling activity when a reasonably practicable alternative exists.
- Use any mechanical aids that have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately reported to the employer.
- Assist and co-operate with the process of the assessment of risk.
- Assist the employer with the implementation of staff training, attend training sessions as required and should apply the knowledge gained from training to their daily work.
- Report all accidents, injuries and near misses involving handling activities – however trivial.
- Inform the employer if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition.
- Not undertake any manual handling operation that they believe is beyond their capability.
- Report any unsafe systems of work to the employer.

Off-loading is by the client unless otherwise agreed and should be carried out either by hand or fork lift truck and great care taken in order to prevent damage to finishes.

Safe storage is to be provided by the client unless otherwise agreed: Doors should be stored adjacent to each respective opening and the storage area must be dry and secure. There is a degree of manual handling in our operations and we ensure that all tasks are carried out in accordance with the Manual Handling Regulations.

Each site operative has received training in manual handling and is medically fit to execute the duties given to them.

WORK EQUIPMENT

All installers are provided with all necessary safety equipment, test certified chain blocks, PAT tested 110v electrical equipment, ladders, tagged mobile scaffolding tower and scissor lift: All the equipment supplied to our site operatives is tested and/or inspected in line with current health and safety requirements.

Full PPE is supplied to every site operative which includes date stamped helmets, overalls, safety boots, gloves, eye protection, ear protection, safety harness etc. Each operative is fully trained in the correct use of this equipment.

Employees must: -

- Make full and proper use of all PPE that has been issued to them.

- Inspect all PPE before use to ensure that it is suitable, clean and undamaged.
- Report any defective PPE to the employer.
- Report any discomfort or ill health experienced as a consequence of wearing the equipment.
- Not undertake any work unless the correct equipment is being worn.
- Store PPE securely at all times.

All installation procedures are carried out from either a mobile scaffolding tower or a powered scissor lift incorporating a safe working platform and all installers are trained in the safe usage of this equipment. Ladders are only used for access, inspection, measuring and minor adjustments.

Where the provision of a scissor lift is required, all our installation engineers have undertaken CITB certified training in the operation of this equipment. The qualification certificate is available for presentation if required.

A pre use check will be carried out on all mobile equipment. Operators should be in visual contact with surrounding pedestrians at all times. A safe distance must be maintained between the equipment, pedestrians and fixed objects.

Where the provision of a mobile scaffold tower is required, all our installation engineers have undertaken PASMA certified training in the operation of this equipment. The qualification certificate is available for presentation if required.

Employees will: -

- Use work equipment safely and in accordance with the information, instruction and training provided by the employer.
- Only use the equipment that they are trained on.
- Take reasonable care of themselves and others who may be affected by their actions.
- Co-operate with the employer in the management arrangements for the provision and use of work equipment.
- Seek the permission of the employer before bringing any personal items of equipment to work where it is intended that they be used by either themselves or others as part of work activities.
- Make full and proper use of any personal protective equipment provided by the employer.

POWER TOOLS (vibration)

Employees using hand held power tools capable of contributing to HAVS and VWF should be aware of any possible risk they may inadvertently be working under, and should always: -

- Look for tingling and numbness in the fingers.
- Watch if fingers go white, then blue and then red and are very painful.
- Report loss of manual dexterity if it occurs.
- Report loss of strength in the affected parts.
- Use low vibration equipment.
- Ensure that steels are kept sharp.
- Avoid over gripping the tool.
- Keep fingers and hands warm.
- Reduce the amount of time spent using vibrating equipment.

WORKING AT HEIGHT

Employee's responsibilities

- Do not access height unless you are suitably trained and competent.
- Follow the control measures as detailed in the risk assessments, method statements and where applicable, permits to work.
- Use the equipment provided following specific training or instructions in its use.
- Wear all personal protective equipment (PPE) that is required by risk assessment and local site rules.
- Employees must never throw anything from height.

RESPONSIBILITIES

The foreman fitter is responsible for the control of safety on site. Off site safety is the responsibility of our site supervisors. Random site visits are made by our supervisors to ensure safe methods of working are adhered to. Overall responsibility for Health & Safety is the duty of the Managing Director.

Site Supervisor is...

Simon Harrison, who has SSSTS certification.

Managing Director is...

Peter Whyatt, who has SMSTS certification.

Our Health & Safety consultants are...

Citation Plc.

It is the responsibility of all to ensure that the site safety rules are strictly adhered to and that site induction has been given prior to commencing work.

Any accidents or near misses will be reported to the Site Manager and to our Managing Director and the appropriate paperwork completed. Should the accident require HSE notification under RIDDOR, it is the responsibility of our Managing Director to carry out this duty.

MONITORING

Employees must: -

- Check equipment, including any personal protective equipment supplied, is safe before use.
- Co-operate with management arrangements in respect of workplace inspections.
- Follow any training, information, guidance and instruction given by the employer for checking and inspection of safe practices.
- Report any hazards or defects to the employer immediately.

REPAIR / MODIFICATION PROCEDURE

To attend site to repair roller shutter door and modify the control of the door. Changing to an automated system incorporating induction loops with photocell detection, safety edge and traffic light indication.

Part 1 – Door Repair

- Remove guide track right hand side looking from inside working of scaffold at high level.

- Remove damage lath and bottom rail, replace with new lath and bottom rail complete with safety edge.
- Refit removed guide and check operation of the door.

Part 2 – Modification of control

- Mount new control at low level and wire in the motor and limits.
- Run spiral cable from control down to the safety edge sensor on the bottom of the door.
- Mount photocell detection sensors adjacent to the guides of the door, run cables and wire into the control panel.
- Cut the floor to take induction loops (using a floor saw with water coolant to inhibit dust)
- Lay induction loop cable into the cut groove and wire into the control panel, check operation.
- Back fill cut grooves with suitable grout.
- Re test the door
- Hand door back to client

WASTE DISPOSAL

Employee's responsibilities

- To dispose of waste as instructed.
- To inform management if an activity produces waste that has not been previously identified or removed from site so that the relevant steps can be taken for safe removal.
- Not to climb onto skips or other waste receptacles.
- To inform management if waste receptacles are full and need emptying.
- Not to remove items for waste receptacles and take or use for personal use.

METHOD STATEMENT

DISMANTLING OF A HIGH SPEED DOOR

CLIENT:	ADVANCED REF NO:	
SITE:	SAFETY OFFICER: Peter Whyatt	
SITE FITTER:	Review 16/12/10	Next Review 16/12/11

METHOD STATEMENT

Employees must: -

- Carry out work in accordance with the method statement.
- Co-operate with management arrangements in respect of method statements.
- Report any uncontrolled hazards to the employer.
- Follow instruction, training and guidance given by the employer.

HEALTH & SAFETY SYSTEM

It is the policy of Advanced Doors Ltd to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the company and other persons who may be affected by our undertakings.

Advanced Doors Ltd acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

Peter Whyatt, Managing Director will implement the company's health and safety policy and recommend any changes to meet new circumstances. Advanced Doors Ltd recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of Advanced Doors Ltd looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the organisation aims to protect everyone, including visitors and members of the public, insofar as they come into contact with our activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the organisation in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. Advanced Doors Ltd will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The organisation will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment. We will provide, as far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety

equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

Employees are obliged to: -

- Always follow safety rules, avoid improvisation and comply with the health and safety policy.
- Only perform work that they are qualified to undertake.
- Always store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and personal protective equipment for the task being undertaken.
- Inform the First Aider or Appointed Person of all accidents that occur.

ENVIRONMENTAL

Advanced Doors Ltd recognises the need for sustainable development and continually aims to improve the environmental effect of its activities, to achieve this we will: -

Establish sound environmental management by: -

- Meeting or improving upon relevant legislative, regulatory and environmental codes of practice.
- Developing objectives that target environmental improvements and monitor performance by regular review.
- Considering any environmental issues in the decision-making process.
- Developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities.
- Educating staff so that they carry out their activities in an environmentally responsible manner.

Provide for the effective use of resources by: -

- Promoting waste minimisation by recycling or finding other uses for by-products whenever economically viable.
- Promoting the efficient use of resources, energy and fuel throughout the organisation's operations.

Co-operate with: -

- The communities in which we operate.
- The Government, regulatory bodies and other interested parties with the shared vision of being a good and trusted neighbour.

HAZARD REPORTING

Employees are to use the hazard reporting system as a means of communicating potentially dangerous situations or practices that may be present in the workplace; this is to be done verbally and in writing using the forms provided. When a hazard has been identified it must be reported immediately to the supervisor. It is their duty to assess the situation and introduce the necessary control measures, so far as is reasonably practicable, to prevent injury or unsafe conditions.

To use the hazard reporting procedure, simply: -

- Print and complete the 'Hazard detection report' and distribute copies to relevant staff.
- Liaise with your Line Manager, who will carry out the necessary remedial action.

ACCIDENT REPORTING and EMERGENCY PROCEDURES

Advanced Doors Ltd will: -

- Ensure that suitable procedural arrangements are made in order that all accidents and incidents occurring on the premises or associated with business activities are adequately recorded.
- Where necessary, notify the relevant authority of any accidents, dangerous occurrences and work related ill-health incidents.
- In the event of an accident or incident resulting in injury, ensure that appropriate First Aid treatment is administered.
- Ensure that all employees are adequately trained to carry out their work safely and are provided with information on safe working practices and accident prevention.

A nominated person will notify the enforcing authority without delay (e.g. by telephone, on-line)

if there is an accident connected with work and: -

- An employee, or a self-employed person working for or on behalf of the organisation is killed or suffers a major injury (including as a result of physical violence).
- A member of the public is killed or taken directly to hospital.

In addition Advanced Doors Ltd will ensure that: -

- All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In the majority of cases, the details contained within the accident book will constitute an investigation.
- The risk assessments will be reviewed and, if necessary, further control measures will be introduced.
- Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.

Employee's responsibilities

Any employee who is involved in, or aware of, an accident at work must follow the accident reporting procedure and inform the employers, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

HOT WORK

- Follow instruction, training and guidance given by the employer in respect of safe systems of work.
- Ensure that, regulators and flashback arresters are fitted, undertake frequent checks of hoses and connections and that gas bottles are stored securely.
- Shields, screens and barriers as detailed on the risk assessment, must be used in every instance.
- Keep respiratory protective equipment (RPE) and personal protective equipment (PPE) in good order, report hazards and defects to the employer.
- Co-operate with management arrangements for health and safety involving hot work.
- Report to management any instances where you feel your health has been compromised by the work being conducted.
- Do not attempt to carry out hot work unless trained to do so.

HOUSEKEEPING

Employees must: -

- Co-operate with management arrangements for good housekeeping in the workplace.
- Follow any guidance and instruction given to prevent injury or ill health.
- Report to the employer any hazardous or dangerous situations.

NOISE

To minimise the risks posed by exposure to excessive noise levels, employees will: -

- Comply with signs and notices that identify hearing protection zones.
- Wear hearing protection where its use is mandatory.
- Use the controls provided e.g. screens or dampers and report any defects.
- Co-operate and attend for hearing checks.

TRANSPORTATION

The doors are delivered to site by prior agreement with client to suit programme by means of our own transport or by an outside haulier during normal working hours unless otherwise agreed.

MANUAL HANDLING

Employees involved with manual handling activity should: -

- Follow the safe system of work designed and introduced by the employer and should not deviate from this without good reason.
- Not undertake a manual handling activity when a reasonably practicable alternative exists.
- Use any mechanical aids that have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately reported to the employer.
- Assist and co-operate with the process of the assessment of risk.
- Assist the employer with the implementation of staff training, attend training sessions as required and should apply the knowledge gained from training to their daily work.
- Report all accidents, injuries and near misses involving handling activities – however trivial.
- Inform the employer if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition.
- Not undertake any manual handling operation that they believe is beyond their capability.
- Report any unsafe systems of work to the employer.

Off-loading is by the client unless otherwise agreed and should be carried out either by hand or fork lift truck and great care taken in order to prevent damage to finishes.

Safe storage is to be provided by the client unless otherwise agreed: Doors should be stored adjacent to each respective opening and the storage area must be dry and secure. There is a degree of manual handling in our operations and we ensure that all tasks are carried out in accordance with the Manual Handling Regulations.

Each site operative has received training in manual handling and is medically fit to execute the duties given to them.

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- Report any hazards or defects to the employer immediately.

DISMANTLE PROCEDURE

The client must ensure that each opening is clear of obstructions and that no other trades are working around or within the openings whilst the doors are being installed, there must be a level finished floor for our installers to work off.

- Locate door in fully closed position.
- Isolate and disconnect the electricity supply (where applicable).

- Remove door curtain by means of scissor lift.
- Partially remove tension of barrel assembly.
- Remove head assembly by means of scissor lift.
- Dismantle side guides.

WASTE DISPOSAL

Employee's responsibilities

- To dispose of waste as instructed.
- To inform management if an activity produces waste that has not been previously identified or removed from site so that the relevant steps can be taken for safe removal.
- Not to climb onto skips or other waste receptacles.
- To inform management if waste receptacles are full and need emptying.
- Not to remove items for waste receptacles and take or use for personal use.