

KILKENNY & GOMM LTD

**HEALTH and SAFETY
POLICY**

SUB CONTRACT CARPENTRY

June 2024

1.00 SAFETY POLICY STATEMENT

The Directors of Kilkenny & Gomm Ltd [sub contract carpentry] are charged with executive responsibility for overall management of health and safety in all company outsourced workplaces.

They recognise their statutory duties under health and safety legislation and this Statement shows their commitment to comply with these responsibilities. They will undertake and maintain the following :

1. Safe workplaces, systems of work and workplace equipment will be promoted to ensure that the health, safety and welfare of operatives and others affected by the works are protected in company workplaces, as far as reasonably practicable.
2. Sub contractors and others engaged by the company will be established as competent to carry out their duties safely. They will understand their responsibilities.
3. Responsible persons have been appointed to manage health and safety at our workplaces.
4. A Risk Management system has been set up within the company and all health and safety statutes together with approved codes of practice will be observed. In particular, the directors will comply with The Health and Safety at Work etc. Act 1974 and all relevant legislation which affects company activities.
5. A systematic approach will be adopted which will identify hazards and risks in our workplaces. Competent persons have been appointed to conduct Risk Assessments. These Assessments will determine priorities for eliminating risks to the workforce, customers, visitors, contractors and all others affected by company activities Where risks can not be eliminated, appropriate controls will detail procedures that have been designed to reduce such risks, satisfactorily.
6. Professional Safety Consultants have been retained to help implement and monitor this progress.
7. The directors will allocate the necessary resources to install and maintain this programme.
8. Health and safety information, training and suitable supervision will be provided to ensure that sub contractors are aware of company procedures and directives.
9. Kilkenny & Gomm Ltd management will set an example by installing high safety standards and discipline individuals who fail to discharge their responsibilities, suitably and satisfactorily.
10. The directors will review health and safety procedures in line with new and revised legislation/codes of practice, seeking advice from their consultants, appropriately.

Safety Policy Statement [cont.]

Everyone is reminded that there is a responsibility on them to cooperate in these objectives. Under health and safety legislation, all parties have a duty of care to themselves and others, whatever their position in, or associated with the company.

Duties placed on employers. Health and Safety at Work etc. Act 1974 Section 2. - [1]:

‘It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees’

Duties placed on employees. Health and Safety at Work etc. Act 1974 Section 7.

‘It shall be the duty of every employee while at work -

[a] to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and


[b] as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with.’

Sub Contractors are required to observe the same responsibilities

The Health and Safety Policy will be reviewed regularly and kept up to date, particularly if the company changes in structure, size, operations or location. All personnel will be informed of the Policy and it will be available for their inspection.

They will be expected to read it and acknowledge in writing they understand its contents with particular regard to their own responsibilities.

Signed



Date.

05.06.24

Alan Gomm

Named Operations Director – Kilkenny & Gomm Ltd [Sub Contract carpentry]

2.00 ORGANISATION AND REponsibilities

Kilkenny and Gomm Ltd has responsibilities to employees, sub contractors and all those affected by operations in its workplaces. It also has responsibilities to those, engaged by the company, who may be outsourced, in transit or at other workplaces. In the latter situation host employers and visiting personnel have a reciprocal 'Duty of Care' towards each other.

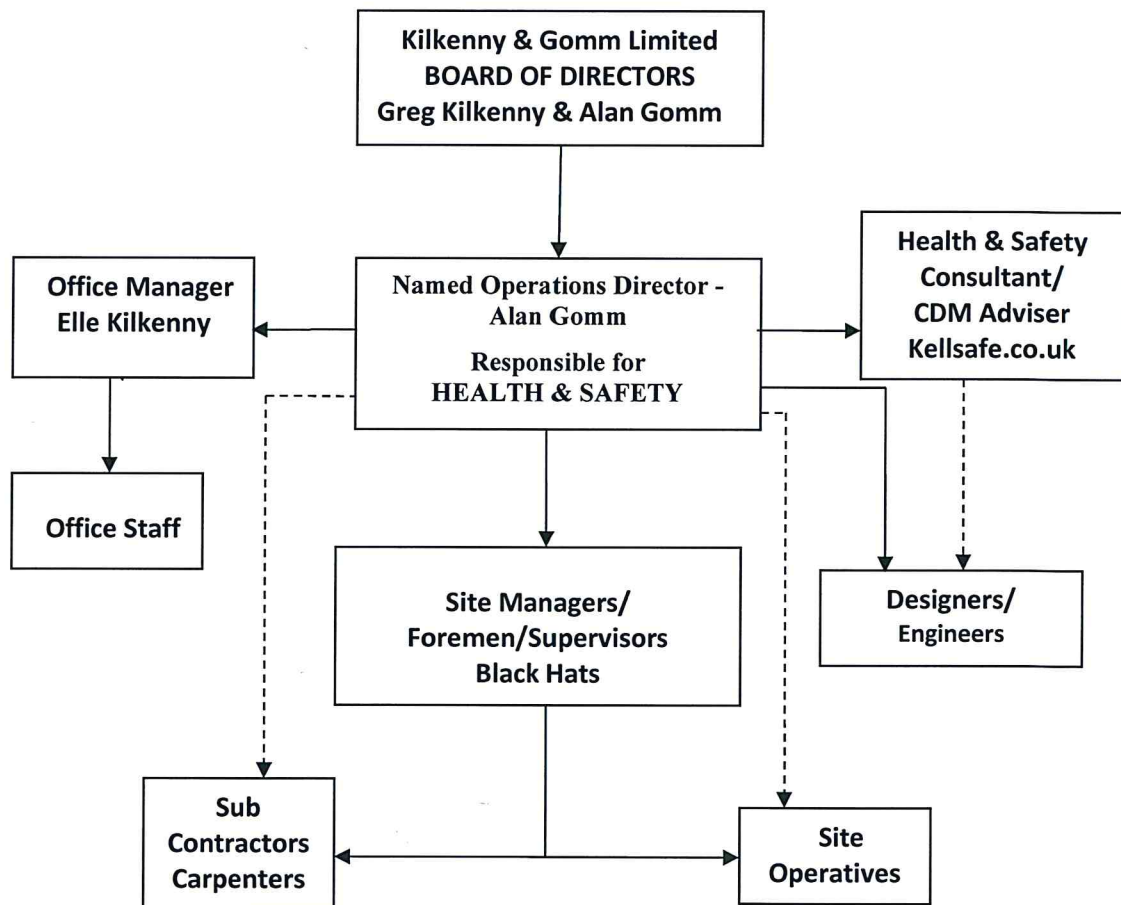
Overall responsibility for implementing and maintaining this policy rests with Alan Gomm – Named and Operational Director, representing the board of directors . The organisation and management of health and safety with specific responsibilities will be delegated from that position to other designated responsible and competent persons.

Such persons are required in particular to implement, monitor and review health and safety arrangements in their particular working environment. They will be responsible for :

- a. Ensuring that all statutory requirements for health and safety at work are complied with together with company procedures for safe working practices. As competent persons they must be able to conduct routine Risk Assessments under the appropriate regulations.
- b. Establishing that all have received proper training, and instruction in safe methods of work, and have been trained to use plant, machinery and other workplace equipment where appropriate, safely. They must be certain that everyone is aware of their responsibilities and understands management and reporting lines, together with any necessary specific disciplines.
- c. Ensuring that all accidents are recorded and reported, both in the company's accident book and under statutory requirements to the enforcing authority. Instigating accident investigations, identifying hazards and maintaining safe working practices. Using company procedure for routine maintenance and servicing and reporting faults and damage to management.
- d. Ensuring that all persons affected by their works are suitably informed and that those persons are aware of company policy for the management of health and safety at work. Appropriate warning signage must be in place where necessary at all times. Promoting a good housekeeping policy.
- e. Reporting and recording all visits from enforcing authorities, together with any intent to serve notice or enforcement orders
- f. Ensuring that arrangements are in place for a deputy in their absence.
- g. Undertaking regular inspections of workplace services and any plant or machinery under their control and ensuring that faults are reported and rectified before use.

KILKENNY & GOMM Ltd

ORGANISATION CHART – CARPENTRY DIVISION



The directors are charged with a responsibility to ensure that operatives, staff and others affected by the decision making process within the company are duly consulted where a change in policies and procedures may affect such persons health, safety and welfare.

‘2004 Consultation with Employees Regulations’

2.01 Company profile and working environments

Kilkenny and Gomm Ltd manage and operate their sub contract carpentry division as per the Organisation Chart and may be operational on different sites at any one time.

The company offers a sub contract carpentry, labour only facility to main contractors on house building and refurbishment sites.

This Health and Safety Policy reflects the manner in which the company operates and outlines responsibilities for management, sub contract labour and others who may be engaged by the employer. It will be amended to reflect any changes to these arrangements, including training requirements.

2.02 Operatives

Kilkenny & Gomm construction site operatives are all approved sub contractors.

2.03 Responsibilities

The responsible and competent persons charged with managing health and safety matters in respective locations are :

Overall responsibility for all workplaces - All directors

Individual sites - Operations Director & Project Managers/Construction
- Site Managers/Supervisors/Black Hats

These persons have a duty to maintain and manage safe workplaces, safe working environments, safe work equipment and safe working systems as far as reasonably practicable in conjunction with sub contractors, for those areas in which they have responsibility.

The following individual responsibilities and procedures apply in company workplaces :

Over :

2.04 Specific Responsibilities

2.04a Directors

- a) Be aware of the company Health and Safety Policy, its detail and those charged with specific responsibilities. Ensure its maintenance and review its contents annually in conjunction with the company's safety consultant. Support the responsible persons charged with executive responsibility for site safety matters.
- b) Understand the requirements of Safety Acts, Regulations and Approved Codes of Practice with particular reference to the construction industry. Ensure their observance in all workplaces and for all activities under their control. Monitor the Risk Assessment programme.
- c) Ensure that all levels of operative have received adequate and appropriate safety training. Establish that competent and responsible persons are properly qualified and that sub contractors are approved for competence and safety.
- d) Ensure that suitable resources and funding are available to meet the requirements of this Policy
- e) Institute proceedings for accident investigations and disciplinary reprimands.
- f) Establish that proper 'on site' welfare is set up for operatives
- g) Ensure regular safety meetings both on site and between management and staff. Encourage 'Tool Box' talks.
- h) Support safety promotions at all times
- i) Lead by example and set high personal standards.
- j) Promote health and safety liaison between all parties on company sites.
- k) Ensure proper liaison between site staff and visiting HSE representatives
- l) Maintain a safe head office administrative environment

2.04b Site Managers

- a) Make sure that you are familiar with the company Health and Safety Policy.
- b) Ensure that everyone working on site is aware of their responsibilities and understands site procedures and rules in every respect.
- c) Incorporate safety instructions in routine orders. Establish 'Tool box talks'
- d) Do not allow operatives to take undue risks or engage in horseplay.
- e) Ensure that new sub contractors are shown safe methods of working.
- f) Ensure that all sub contractors are familiar with company procedures and site rules. Install a routine safety induction agenda.
- g) Be certain that welfare facilities are in place and satisfactory, from day one. Make regular inspections and discipline anyone who abuses them.
- h) Make sure that all accidents are recorded in the company's accident book and reported to the enforcing agency [HSE] if necessary. The appointed Project Manager to action through company senior management.
- i) Ensure that a First Aider/Emergency First Aider and first aid box are on site at all times. A responsibility to instruct all personnel working on site about first aid procedures.
- j) Set an example by wearing Personal Protective Equipment at all times during the presence of the hazard and making sure that all persons on site do the same.
- k) Adopt a 'Good Housekeeping Policy' and make this a site directive. Ensure safe and tidy storage and stacking of materials. Monitor waste disposal.
- l) Maintain and monitor fire prevention procedures. Make certain that all on site know the location of fire extinguishers and any alarm systems that may be present
- m) Ensure the presence of a register of hazardous substances and assessments.
- n) Site records should contain details of on site Risk Assessments, Method Statements and any CDM Regulation developed Health and Safety Plan.
- o) Liaise with company safety consultant and cooperate with HSE inspectors
- p) Check that machinery and plant are satisfactory and only used by trained and authorised persons.

2.04c Sub Contractors

The company uses sub contractors for all its site labour and their compliance with health and safety matters is a vital contribution towards efficient sites.

- a) Sub contractors must observe this Health and Safety Policy and submit their own where applicable.
- b) Sub contractors must successfully undergo a pre-qualifying procedure before working for Kilkenny & Gomm
- c) Sub contractors must supply Method Statements as requested by the CDM Coordinator under *CDM Regulations
- d) Sub Contractors will be issued with a copy of the specific site rules
- e) Sub Contractors must attend Site Inductions before starting work
- f) Sub contractors must have received suitable site safety awareness training. [Kilkenny & Gomm Ltd can arrange this facility, however reimbursement will be the responsibility of respective Sub-contractors]
- g) Works must be carried out in accordance with statutory provisions and with due regard to the safety of all others affected by their work
- h) Plant, equipment and tools brought onto site must be safe, in good working order and tested regularly. Operatives must be suitably trained in safe usage of these items. Machinery guards to be in place. Faulty equipment is not be used
- i) Mains electrical equipment [Portable appliances] must comply with Regulations and show evidence of regular testing
- j) All site mains electrical equipment must run at 110v
- k) Site facilities including plant, equipment, scaffolding and welfare must be respected and not altered or adjusted unless authorised
- l) All injuries sustained on site must be reported to site management and entered in the Accident Book. Some injuries are reportable. See respective heading
- m) Sub Contractors must be familiar with site fire precautions and be familiar with the location and use of different fire extinguishers
- n) Sub Contractors must respond to safety instructions issued by site management
- o) Site inspections will be carried out by Kilkenny & Gomm Developments Ltd. Sub contractors are expected to correct any faults or bad practice which may become apparent as a result of these inspections.
- p) Safety Consultants - sub contractors will be expected to take immediate action on matters arising from consultants' reports

2.05 * Construction [Design and Management Regulations] 2015 [CDM]

Kilkenny & Gomm Ltd come under these Regulations as suppliers of sub contract carpentry labour and the Company responds to the Principal Contractor who is likely to be the main contractor and will have overall site responsibility for health and safety matters. The new regulations embrace all construction sites and the role of CDM Coordinator has been replaced by a new duty holder – The Principal Designer

The company's safety consultants act as advisers and it is their responsibility to prepare and submit health and safety documentation on behalf of Kilkenny & Gomm which identifies site hazards and risks associated with respective sites before works start. This detail must be developed with the cooperation of sub contractors employed to work on site. [See Sub Contractors duties]

Designers also have responsibilities to combat at source all personal risks to persons working on the structure or those maintaining it in the future, by designing out or reducing such risks as far as reasonably practicable.

Full details and information on CDM can be supplied by the company's health and safety consultants on request.

2.06 Site Wide issues

Kilkenny & Gomm Ltd site management will ensure that all sites are planned and set out under Approved Codes of Practice. This will normally be the responsibility of the Main/Principal Contractor to whom the company will respond :

- a. Installation of security fencing or hoarding around site perimeters as necessary.
- b. Warning signage.
- c. Welfare facilities.
- d. Site compounds.
- e. Specialist plant and equipment – in particular cranes and hoists.
- f. Traffic and pedestrian routes – separation of these wherever possible.
- g. Access for emergency services.
- h. Security arrangements.
- i. Provision and location of temporary services
- j. Lighting provisions for working in darkness
- k. Consideration of neighbours
- l. Access and egress from site - Vehicular and pedestrians

Organisation and Arrangements cont.

2.07 Risk Assessments

The directors will ensure that responsible and competent persons carry out these duties.

Regular assessments will be carried out for all company sites.

Records of such assessments will be kept and reviewed on a regular basis, as required under :

‘The Management of Health and Safety at Work Regulations 1999’

‘The Manual Handling Operations Regulations 1992’

‘Personal Protective Equipment at Work Regulations 1992’

‘The Control of Substances Hazardous to Health Regulations 2002’

‘The Regulatory Reform [Fire Safety] Order 2005’

The above regulations place an obligation upon employers to ensure that hazards and risks are identified under this legislation and evaluated showing the appropriate controls [precautions] which are to be employed in order to eliminate hazards or control them satisfactorily.

Sub contractors must contribute towards safe sites by observing Risk Assessments and bring to the respective Site Manager’s attention any machinery/plant or other equipment/facility faults or bad practice

Note

It is a sub contractor responsibility to provide Method Statements in response to site Risk Assessments.

3.00 GENERAL ARRANGEMENTS

This section details procedure for carrying out this Policy in all company workplaces. It contains information to help sub-contractors work safely, and is designed to reduce or eliminate risks that could result in injury to people and damage to property. Sub contractors engaged by Kilkenny & Gomm Ltd should remember that they have a duty to cooperate with the company on matters of health and safety, follow procedures and report accidents, incidents or hazards. If they do not follow safety precautions they may be liable to disciplinary or legal action

The directors will ensure that operatives have been trained in workplace procedures in particular – Risk Assessment, Manual Handling and Personal Protective Equipment. Such equipment must always be worn in the presence of the hazard.

Everyone will be encouraged to adopt a ‘Good Housekeeping’ technique in the workplaces :

- a) All areas should be kept as tidy as possible at all times. Plant, equipment and materials must be returned to their locations after use. The company will apply charges if they have to engage personnel to remedy poor housekeeping.
- b) Workplace areas should be kept clean and any spillages or waste must be cleaned up immediately.
- c) Keep floors clear of trailing cables and other tripping hazards. These are one of the highest factors in workplace accidents.

All sub contractors will be informed of the company Health and Safety Policy - it will be available for their inspection. They are expected to read it and familiarise themselves with the content with particular reference to their own responsibilities.

Everyone has a responsibility to cooperate with management to achieve a safe and healthy workplace and to take reasonable care of themselves and others. They must :

Observe a ‘Duty of Care’ to others who may be affected by their acts or omissions.

- a) Cooperate with the management and appropriate persons in the implementation of the Policy to enable the company to comply with appropriate legislation.
- b) Report to management all faults and hazards to machinery, work equipment and buildings.
- c) Report all accidents, injuries and near misses.
- d) Never indulge in ‘Horseplay’
- e) Strive constantly to eliminate or reduce risks

All relevant legislation is identified for each activity.

The primary piece of legislation which applies in all cases is :

‘The Health and Safety at Work etc. Act 1974’

3.01 Fire Management

Fire management is provided on all sites which Kilkenny and Gomm are operational.

7.01a Site fire procedures [All sites] :

- a. All operatives will be made aware of site specific arrangements via Site Inductions
- b. These will be determined from Fire Risk Assessments
- c. A means of sounding the alarm and directional signage will be in place
- b. Sub contractors must be certain that they understand site emergency evacuation procedures [Site Inductions] – this includes the location of the Assembly Point
- c. You must know what to do in this situation and familiarise yourself with procedures before starting work on site. [See Site Inductions]
- d. Make sure that you know which fire extinguisher to use for the different classes of fire, the location of extinguishers and the fire alarm sound
- e. Hot works must be accompanied by Site Management consent and the issuing of and compliance with a Hot Work Permit

‘The Regulatory Reform [Fire Safety] Order 2005’

3.02. First Aid.

Accidents which cause injuries, near misses, or diseases and some dangerous occurrences must be reported immediately to the First Aider for action, recording and reporting if necessary. The First Aider will determine whether an accident is notifiable and ensure that all reported accidents are entered in the accident book. Sub contractors have a duty as well to ensure that due entries are made in the accident book

Examples of reportable workplace injuries :

- a) An accident that involves a person being off work for more than seven days.
- b) An accident that involves a person staying in hospital more than 24 hours.
- c) Any accident that requires immediate medical attention.
- d) Broken Limbs.

Accidents must be reported. Corrective measures to be taken to prevent re-occurrence. Near Misses must be reported. Corrective measures to be taken to avoid accidents.

No one should administer First Aid without consulting a trained First Aider. Ensure that you know the First Aider’s name and the location of the first aid box.

In the event of an emergency call an ambulance and notify the First Aider.

‘Health and Safety [First Aid] Regulations 1981’

‘Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013’

‘Construction [Design and Management] Regulations 2015’ [Health, Safety & Welfare]

3.03 Illness.

All those engaged and working for the company will be expected to report as quickly as possible, any sickness or disability which is preventing them from attending work.

They should supply full details of their disability to the appropriate person :

The Site Manager

3.04 Personal Hygiene

All site operatives must regard hygiene as an important part of keeping fit and healthy. Good attention to personal hygiene will help prevent illness and industrial diseases.

The following guidelines should be followed :

- a) Protect yourself at work by wearing clean clothing and footwear suitable for the weather and working conditions.
- b) Use barrier creams before starting work in dirty conditions.
- c) Clean all safety equipment – hard hats, goggles, respirators and other equipment worn next to your skin. Do not re-use disposable items
- d) Wash your hands before eating.
- e) Wash your hands before and after using toilets.
- f) Always remove material residues from your hair and skin immediately you finish working.
- g) Ensure you are aware of COSHH information for substances handled on site.
- h) Be aware of diseases such as aids which can be transmitted via body fluids. Especially if you administer first aid.
- i) Report any irregularities to hygiene facilities and always observe site rules and procedures.

3.05 Personal Protective Equipment [PPE]

Kilkenny and Gomm Ltd provide sub contractors with the following PPE :

Hard hats, Safety footwear, HV vests/jackets, gloves, dust masks & protective clothing

Directives are issued which specify which items are to be worn in the presence of a particular hazard. Those in charge must ensure as far as reasonably practicable that their operatives wear appropriate items as directed. PPE should carry a CE mark

You must be certain that you are wearing the correct items under company directives.

Operatives have a responsibility to look after any equipment supplied to them. You must store these items properly when they are not in use and report any faults or malfunctions - 'Personal Protective Equipment at Work Regulations 1992'

3.06 PPE cont.

Sub contractors must follow site procedures and rules. These are likely to specify that the following must be worn at all times on site.

[Site Inductions will identify site specific requirements]

1. Hard hats
2. Safety footwear
3. High visibility vest/jacket

The following and additional PPE must be worn under the respective circumstances :

Dust masks must be worn when working in enclosed areas. [Ensure good ventilation wherever possible and that the use of extraction machinery is in place inside buildings]. These will be face fitted – unshaven operatives have to wear a special face mask – the cost off these is a decision for company management

Eye and ear protection are necessary when using :

- Circular saws
- Mitre saws
- Reciprocating saws
- Rotary saws
- Planers
- Routers
- Compressed air nail guns.

Appropriate respiratory equipment may be required when working with certain substances – see product Data Sheets.

You have a responsibility to wear protective equipment under :

‘The Personal Protective Equipment at Work Regulations 1992’

PPE must be properly maintained and serviced. [See Risk Assessments]

All faults or losses regarding PPE must be reported to the Responsible Person.
[See Risk Assessments].

Sub contractors are reminded that they are representing the company and are expected to set a good example to site management and others working on site.

3.07 Safe Systems of Work and Use of Equipment/Tools

Woodworking Tools

The following precautions must be taken before and during use of woodworking machines:

Ensure machines are in a serviceable condition with current electrical or portable appliance test certificates as applicable.

Ensure manufacturer's operation, servicing and maintenance instructions are available for the machine or equipment.

All powered saws, planes, routers or similar equipment should be fitted with powered self extraction systems and work areas enclosed wherever possible.

Referring to manufacturer's instructions, ensure all guards and safety features are fitted and operating correctly and ensure dust extraction equipment is correctly attached and in working order.

If a machine is 240v (workshop) check the residual current device (RCD) is present.

All portable electrical tools or equipment, cables , plugs and extension cables are 110v maximum, in good condition, the plug is of the correct type and all are PAT tested every year for leads and for tools.

Use push sticks to feed materials where possible to reduce the risk of contact injuries.

Use appropriate PPE as outlined under **7.05** – mandatory site requirements and site specific work.

All operatives must have received adequate instruction and training in the use and maintenance of all machines and equipment and be deemed competent by Kilkenny & Gomm before operating such equipment.

If sub contractors have other sub contractors or employees under their control they are expected to ensure competence of all these persons and retain responsibility for establishing such competence.

'The Health and Safety at Work etc. Act 1974'

'Construction [Design and Management] Regulations 2015'

'The Provision and Use of Work Equipment Regulations 1998'

3.08 Manual Handling [MH]

There is an obligation on sub contractors to carry out Manual Handling Assessments on tasks which personnel are undertaking and not able to use mechanical aids.

Operatives must be trained in this discipline where appropriate

Remember the following :

Technique. . Employ sound kinetics [Safe body movement]

You must try to preserve your Balance, Equilibrium and Centre of Gravity.

Your body must be in a relaxed state, not stiff and static.

Poor technique [e.g. Top Heavy bending] often results in injury.

If you bend and twist from the hips, your body becomes stiff to preserve your balance and is under tension.

Good technique [Base movement] employs the lower and stronger part of the body - thus preserving the back.

Ground floor lift.

Legs apart, knees bent.

Feet close to load, one foot forward.

Stand slightly over load, shoulders and hips in same direction.

Start the movement with your knees [trigger point], back straight, tuck in chin.

Test the load. Can you manage it ? If not, cease the operation and report to management.

If OK – continue :

Tilt the load to get a good palm grip [Not just fingers]

Keep your arms within your leg boundary - as close to your body as possible.

Start the upward movement by your raising head [trigger point]

Keep the load close to your body.

Don't twist your trunk.

Try to keep travel distances to a maximum of 10 metres.

Consider – the weight, size, shape and position of the load, environment, travel route, destination and your own state of health.

When lifting from above head height use a step ladder or appropriate item.

NEVER store smaller items on top of others at height.

If you think you can't lift the load, report to site or office management or employ a team lift.

MH cont.

NEVER TWIST your SPINE
 KNEEL
 Become COMPLACENT
 Indulge in HORSEPLAY
 Carry objects on ONE SIDE of your BODY

Team Lift

Where an item is too heavy for one person to lift you should ask for help from one or more colleagues. This is known as a team lift.

Individuals must be about the same height and stature. Somebody must be in charge. Remember to follow the technique described earlier in this section.

‘The Manual Handling Operations Regulations 1992’

3.09 Electricity at Work

In order to comply with legislation , all portable appliances [power tools, appliances and leads] must be regularly tested and records of these tests kept.

Under Regulations, power tools used on site need regular servicing and maintenance as well as testing - this is the responsibility of the owner. Ensure that the equipment which you are using is tagged or logged within regulation time to confirm its safety. Alternatively, power tools must be fitted with Residual Circuit Devices.

Do not use tools or equipment which is faulty

‘The Electricity at Work Regulations 1989’

‘IEE Wiring Regulations 17th Edition’

3.10 The Environment

Kilkenny and Gomm Ltd is committed to the protection of the environment.

All at respective workplaces must play their part in this objective.

Always endeavour to keep waste to a minimum. This saves company resources and is an important step towards good environmental management.

Make sure that you comply with the site waste management plan and dispose/recycle materials as directed at Site Inductions.

‘The Environmental Protection Act 1990’

‘The Hazardous Waste Regulations 2005’

3.11 Noise

- Kilkenny & Gomm accepts that various work activities may create and specific work locations may increase excessive noise and vibration levels which could adversely affect the hearing of employees or other persons on site, or may be deemed to be a nuisance by other persons.
- Where practicable, work activities will be designed and planned to minimise the generation of high noise levels and disruption to the activities of other building occupiers where they may be present.
- Exposure to excessive noise levels can damage your hearing. You must protect your hearing by law if the second action level of 85 dBA is exceeded. Ear protection must be provided to employees if it is requested when levels exceed the first action level of 80 dBA. Above 85dBA ear protection is mandatory.
- If you are having difficulty in understanding normal conversation at a distance of some two metres due to a noise pollution source there is likely to be an acoustic problem. The objective is to remove noise at source if possible by substituting an alternative design, system of work or piece of equipment.
[Engineering solution]
- If it is not possible to eliminate, reduce, or control the noise by using baffles, then operatives must use personal protective equipment [hearing protection].
- The most common noise pollution problems arise from the use of power tools and machinery. Sub Contractor management must supply personal protective equipment in the form of ear defenders or plugs to their operatives in these situations.
- The site manager will monitor health and safety of site working activities by undertaking all necessary site inspections of workplaces, access equipment, plant and other equipment and ensure that all necessary report forms are completed.
- To minimise the effects of noisy working on the individuals undertaking this work and others affected by it, noisy operations will be restricted as considered necessary. This detail will be given at the site induction.
- Noise assessments will be commissioned by the company where appropriate under :

‘The Control of Noise and Vibration at Work Regulations 2005’

‘The Provision and use of Work Equipment Regulations 1998’

‘Personal Protective Equipment at Work Regulations 1992’

3.12 Hazardous Substances [COSHH]

Under legislation it is the responsibility of sub contractors to ensure that CoSHH Assessments are carried out on all hazardous substances which they use in their workplaces. Wherever possible such substances must be eliminated and substituted.

- a. Where this is not possible the required controls such as Personal Protective Equipment must be determined under the Assessment and made available accordingly. All hazardous substances should be kept in a secure location and Safety Data Sheets made available for inspection.
- b. CoSHH. Assessments can only be carried out by competent persons. These Assessments should not be carried out by unnamed or untrained staff.
- c. CoSHH Assessments for Kilkenny & Gomm Ltd hazardous substances will be carried out by the Project manager or the company consultant.
- d. When using chemicals read the label and ensure that you are familiar with the Material Safety Data Sheet. Chemicals and all hazardous substances and materials must be kept in a secure and suitable area.
- e. When you have finished with the substance you have been using, make sure that it is returned safely to its secure storage location. Do NOT leave it lying around.

‘Control of Substances Hazardous to Health Regulations 2002’ [CoSHH]

3.13 Maintenance

All faults and mal functions to machinery and equipment must be repaired before use or isolated. This prevents a situation becoming more serious, dangerous and expensive.

Do NOT use faulty workplace facilities.

3.14 Working at Height

The major consideration here is edge protection for operatives and others. This must always be provided, or harnesses used, for work that is taking place at a height which presents uncontrolled risk(s). Harnesses must be suitable - Fall Arrest or Fixed Line.

- a. Physical edge protection should be 950mm high with restricted gaps.
- b. Holes and windows in roofs must be guarded in a similar manner.
- c. Crawling boards or working platforms must be used on fragile roofs. These should be broad enough for persons and materials to pass back and forth safely and at least 600 wide. Such platforms must be free of openings and traps. There must be suitable precautions to prevent materials and plant from falling.
- d. Means of access and egress must be clearly marked to and from the workplace for both operatives and materials.

‘Work at Height Regulations 2005’

General Arrangements cont.

3.15 Provision of on site services

Kilkenny and Gomm Carpentry undertake their work for Main/Principal Contractors and all services and common facilities are provided by the latter for use by all sub contractors on site.

It is possible that the Kilkenny and Gomm could be responsible for on site facilities in the unlikely event that the company was undertaking carpentry work for a private individual and assuming the role of main contractor.

In this instance the company would assume responsibility for all on site services and associated services.

3.16 Scaffolding.

Provided by others. See **3.15**

3.17 Scaffold Towers

Provided by others or specific sub contractors who have been suitably trained [PASMA] to assemble and strike this equipment. See **3.15**

3.18 Ladders and steps

Ladders are used for access only
[Scaffolding and other common facilities – installed by others. See **3.15**.

Provision of step ladders is the only likely provision of working at height equipment that Kilkenny and Gomm provide on their sub contract sites. See Risk Assessment and Method Statement for safe use of this workplace equipment

3.19 Hoists

Provided by others. See **3.15**

3.20 Overhead power lines

Dealt with by others. See **3.15**

3.21 Underground services

Dealt with by others. See **3.15**

3.22 Mobile Craneage

Dealt with by others on a contract lift basis

3.23 Safe Handling of Machinery Tools and Equipment

All operatives must be sure that they have been properly trained in the safe use of tools and equipment.. Such training will be provided by the company for its employers where necessary.

NEVER use any tools for which you have not received the appropriate training.

- a. All power tools must be 110v or preferably - battery operated
- b. Tools must be logged and tagged, if powered to observe
'The Electricity at Work Regulations 1989'
- c. All tools and equipment must be kept dry, in good condition and stored correctly.
- d. Safety guards must not be removed.
- e. Power tools must be disconnected from supply whilst being adjusted, cleaned or repaired.
- f. Personal Protective Equipment must be worn during the hazard presence.
- g. Faults and defects must be reported at once. You must not use faulty equipment.
- h. Electrical equipment can only be repaired or adjusted by a qualified electrician.
- i. Operatives must maintain a visual check of their tools and equipment. Routine inspection and maintenance is vital.

3.24 Waste Disposal

You must be sure that both controlled and special waste produced on site or in offices is disposed of correctly under these pieces of legislation :-

Legislation - 'The Environmental Protection Act 1990'

'The Hazardous Waste Regulations 2005'

3.25 Security

All operatives will be expected to report any unauthorised personnel who may arrive on site, to management, and to be vigilant at all times in this regard.

3.26 Vehicular Plant and movements

All drivers of vehicular plant must have received suitable training under legislation and Approved Codes of Practice together with appropriate Certificates of Training Achievement. Wherever possible site roads or temporary hard surfaces will be constructed at an early stage of the contract by main contractors.

Drivers supplying plant or materials to Kilkenny and Gomm must observe the following ;

- a. Be aware of on site rules and procedures – Traffic Management Plan.
- b. Pre- notify deliveries and ETAs wherever possible.
- c. Drivers must be suitably trained and competent.
- d. Vehicles must be correctly loaded.
- e. Banksmen and Slingers must be available and authorised as necessary.
- f. Any speed limits will be laid down and enforced.

Kilkenny and Gomm management and operatives must be suitably informed of site management procedures before starting work on site. [Site Inductions]

3.27 Visitors and Contractors

We have a duty not to expose anyone on site to any risk, and any information about hazards must be provided to these people. They should understand company rules and procedures.

If you see any unsafe contractor work practices report them to site management.

The individual host will have total responsibility for his/her visitor's safety and will ensure their well being in the event of an emergency situation, escorting them to the Assembly Point. The host will ensure that any necessary PPE is issued in accordance with the work situation requirements.

YOU ARE RESPONSIBLE FOR YOUR VISITOR'S SAFETY

3.28 Asbestos

If the site has existing buildings to be worked on or demolished it is the responsibility off the main contractor to ensure that an asbestos survey has been carried out and the recommendations discharged before any work on such buildings takes place.

You must report any suspicious materials [ACM's] to your Site Manager.

Legislation - 'The Control of Asbestos Regulations 2012'

3.29 Disability Discrimination – Access

This is a Designer responsibility but there may be implications upon main contractors and sub contractors

The company is aware of its responsibilities under legislation and building regulations. Kilkenny & Gomm Ltd will comply with statutory requirements and codes of practice, where these apply to their work.

The company will ensure, as far as reasonably practicable, that its work and installation is designed to accommodate the needs of disabled people

Legislation – ‘The Disability Discrimination Act 1995’ and revisions

3.30 Training

Training is of key importance in ensuring that the workplace is operated and maintained as a safe environment for all people and equipment. It is also a legal requirement under the Health and Safety at Work etc. Act 1974.

This facility is arranged by the company to ensure that responsible persons are competent and properly qualified to perform their respective tasks.

Records of training are kept in the company administrative offices.

Sub contractors must ensure that they and their operatives have received suitable safety training

Kilkenny & Gomm Developments Ltd will regularly review the need for appropriate employee and sub contractor training in line with UK and European Acts, Regulations, Directives and Approved Codes of Practice. Existing training arrangements will be updated as required.

3.31 No Smoking Policy.

The company operates a no smoking policy in its workplaces. Smoking on sites is by arrangement with main contractors.

3.33 Good Housekeeping.

Look after all equipment. Remember to stock items neatly and on a firm foundation, not obstructing access to, or egress from escape routes and fire exits.

REMEMBER

Alertness and awareness are cornerstones to good health and safety practice. A successful accident record depends on thoughtful communication and cooperation from everyone. The safety process will be managed by discussion and consultation to make everyone feel part of the process.

In this manner health and safety is designed to become part of normal working procedure.

We must all work together and ensure that safe systems of work are used. Faults or deficiencies in plant, machinery, equipment or systems must be reported to Site Managers

Elle Kilkenny

From: Elle Kilkenny <silkspin25@hotmail.com>
Sent: 05 June 2024 12:28
To: Elle Kilkenny
Subject: Fwd: Your Home Insurance renewal - we've stepped in to help LV policyholders
Attachments: image001.jpg; image002.png

Follow Up Flag: Follow up
Flag Status: Flagged

Sent from [Outlook for iOS](#)

From: Gallagher_WF@ajg.com <Gallagher_wf@ajg.com>
Sent: Wednesday, June 5, 2024 11:23:06 AM
To: SILKSPIN25@HOTMAIL.COM <SILKSPIN25@HOTMAIL.COM>
Subject: Your Home Insurance renewal - we've stepped in to help LV policyholders

Dear Mrs Kilkenny

Home Insurance Policy Reference 173664

Thank you for allowing LV to share your details with us. As per their previous correspondence they are unable to offer you a renewal quotation this year on **17 Jul 2024**.

We're aware that it can be a stressful time to find a replacement when your previous insurer can no longer provide cover. That's why Gallagher has partnered with LV to lend a helping hand with providing a home insurance solution from your next renewal date.

Our team is ready to help

For us to send you a quote for **40 Quarry Road, Headington** - we need to confirm the information we have about you and your property is up to date. This will help us to offer you our most competitive premium.

Please call us on **0800 496 3246** or email us at homesupport@ajg.com to discuss your home insurance details. Our lines are open Monday to Friday 9am - 8pm and 9am - 1pm on Saturdays.

Why choose Gallagher?

- **Rated 'Excellent':** Over 5,000 customers have reviewed us on Trustpilot*
- **Tailored policies:** Every home is unique, which is why our policies are carefully crafted to cater to your specific needs
- **Specialist insurers:** Specifically selected to cover non-standard properties, including unoccupied, flood risk, and subsidence areas
- **Experienced team:** Proud to have been providing standard and non-standard home insurance solutions for over 25 years



See what our existing customers have to say

Company was recommended by LV

Company was recommended by LV who no longer offer unoccupied home insurance whilst we are selling a relative's property. Michelle was great, very helpful explaining what all the info meant and ensuring we had the right policy for our needs. Thank you, Michelle.

