

Fordingbridge plc
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Registered Company No: 2450755

Health & Safety

Fordingbridge is committed to designing the highest standards of health and safety into everything we do. The following document includes:

- Health & safety information
- Organisation chart
- Accident & incident figures
- Typical risk assessment
- Typical method statement
- Typical contractor health & safety questionnaire

For our BSC certification, please see our 'Accreditation and Certification' section.

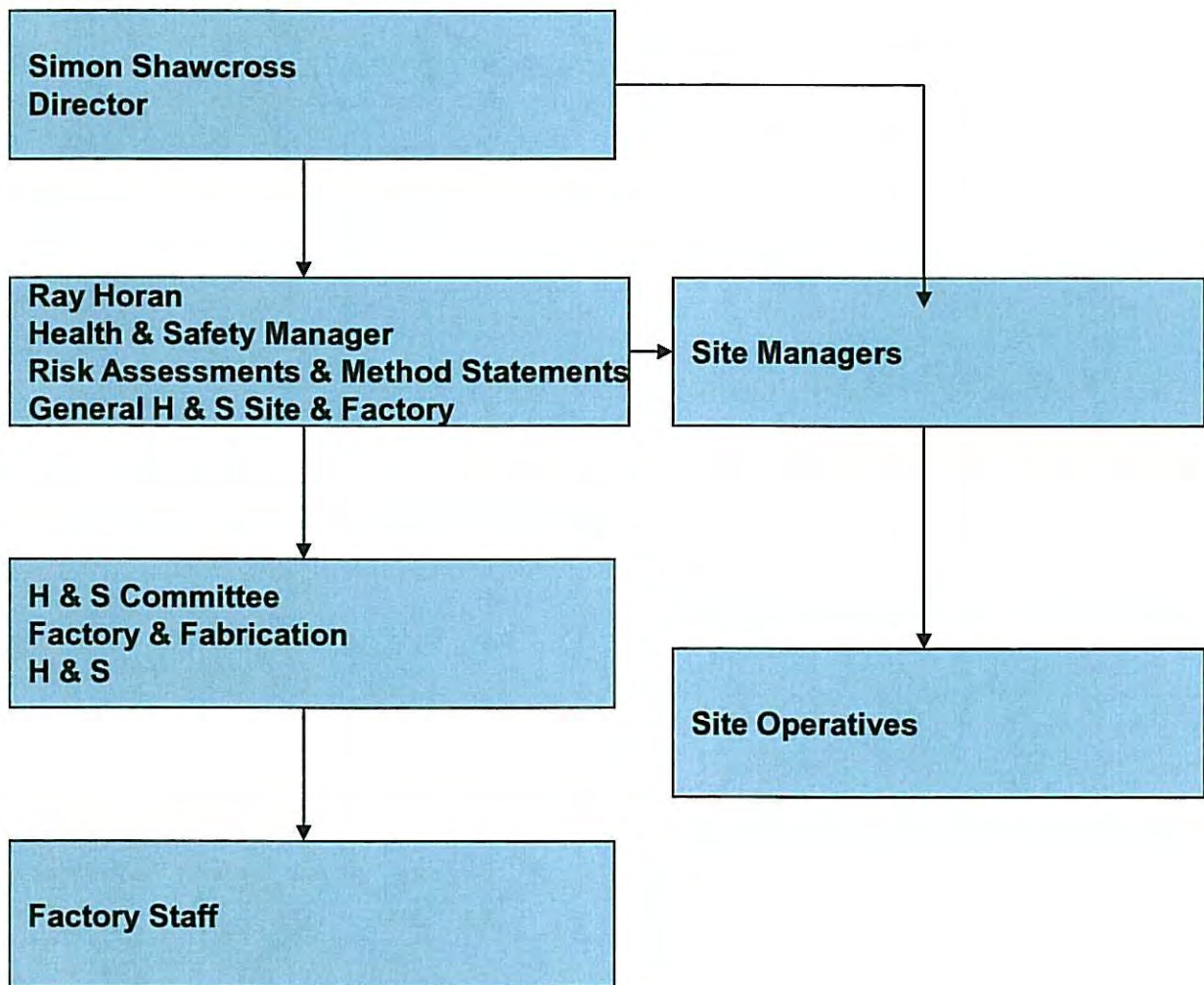
For our Health & Safety Policy, please see our 'Policies' section.



HEALTH & SAFETY INFORMATION

Name	Ray Horan
Position	Health & Safety Manager
Telephone direct	01243 558191
Facsimile	01243 554433
Email	rayhoran@fordingbridge.co.uk
Qualifications	NEBOSH IOSH
Competence	Full time Health & Safety Manager for factory and sites
Association	Fordingbridge is a member of the British Safety Council
Policy	Reviewed annually. Presented to employees on induction and signed for upon receipt.
Method Statements	In-house
Risk Assessments	In-house
PPE	Provided for all employees
CSCS cards	90% of site workers hold cards
Accidents / Incidents	Documented for 10 years
Committee	In-house elected Health & Safety Committee meets regularly to discuss issues raised by employees
Performance	Regular benchmark meetings and assessments with associated companies

FORDINGBRIDGE PLC HEALTH & SAFETY ORGANISATION CHART



Fordingbridge Plc

ACCIDENT AND INCIDENT FIGURES

Year	Minor Injuries - less than 3 days off work	3 day RIDDOR reportable	Reportable Diseases	RIDDOR major injuries	Fatal injuries	Total number of employees
2009	3	None	None	None	None	42
2008	8	None	None	None	None	43
2007	7	2	None	None	None	40
2006	12	2	None	None	None	42
2005	14	2	None	1 (Contractor)	None	36
2004	20	2	None	None	None	34
2003	19	5	None	None	None	32
2002	8	4	None	None	None	33
2001	12	1	None	None	None	31
2000	19	1	None	None	None	31
1999	14	None	None	None	None	29

Assessment No: RA06	Issue No: 1	RISK ASSESSMENT RECORD
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Hazard / Work activity Assessed	<u>STEEL ERECTION AND CLADDING</u>
Location	

LIKELIHOOD: 1= HAZARD IMPROBABLE, 2= HAZARD MAY OCCUR IN TIME, 3= HAZARD LIKELY / FREQUENT

SEVERITY: 1= HAZARD MINOR / NO INJURY, 2= HAZARD MINOR INJURY ABSENCE FROM WORK MEDICAL ATTENTION REQUIRED, 3= MAJOR INJURY OR FATALITY

KEY: MULTIPLY LIKELIHOOD BY SEVERITY TO OBTAIN RATING

SIGNIFICANT RISKS	RISK RATING	WHO MAY BE AFFECTED	No's
1) INJURY FROM FALLING MATERIALS	2 X 3 = 6	FORDINGBRIDGE STAFF	MAX 6
2) FALLS FROM HEIGHT (OPERATIVES/MATERAILS)	2 X 3 = 6	OTHER CONTRACTORS	VARIABLE
3) LIFTING OPERATIONS	2 X 3 = 6	VISITORS TO SITE	VARIABLE
4) STRUCK BY MOVING EQUIPMENT	3 X 3 = 9		
5) INADEQUATELY SUPPORTED MATERIALS	1 X 3 = 3		
6) SLIP/TRIP/FALL	2 X 2 = 4		
7) MANUAL HANDLING	2 X 2 = 4		

CONTROL MEASURES	RESIDUAL RISK
1. Ensure suitable equipment, e.g. telehandlers, genie lifts, telescopic booms and scissor lifts or scaffold towers are chosen for the tasks.	1 x 3 = 3
2. A safe working area must be determined and suitably secured by fencing/hoarding to prevent unauthorised access. No other trades are to work in the area unless a permit to work is issued.	1 x 3 = 3
3. Plan all lifts of materials carefully and ensure each piece is secure before leaving.	1 x 3 = 3
4. Use trained banksmen when required.	1 x 3 = 3
5. All work at height will be from within either a scissor lift , telescopic boom or access tower	1 x 3 = 3
6. Harnesses must be worn at all times when working from within a telescopic boom and is Best Practise when working from scissor lifts. Access towers must not be moved if materials or personnel are on them. Install fall arrest safety nets to steel work if having to work from with the gutters.	1 x 3 = 3
7. Ensure areas are clear to work in and that any manual handling is planned and avoided if possible	1 x 2 = 2
8. PPE –hard hats, hi visibility jackets, safety boots and gloves must be worn at all times. Other PPE to be used as required	1 x 2 = 2

INFORMATION, INSTRUCTION AND TRAINING

- All Operators to be trained and competent and able to produce documentation and certificates

PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT

Hard Hat	X	Masks		All P P E to conform to British Standards And be correct type for the purpose. And condition checked before use. Notify supervisor of any defects or wear
Boots	X	Reflective vests	X	
Gloves	X	Knee pads		
Goggles/Visor		Harnesses	X	
Overalls				
Ear Defenders				REMEMBER THAT PPE IS ALWAYS THE LAST RESORT

SAFE WORKING PROCEDURE DOCUMENTS

Method Statement

ADDITIONAL RISK ASSESSMENTS

Completed by	Ray Horan	Date	30/05/2009
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METHOD STATEMENT AND RISK ASSESSMENTS

CLIENT XXXXXXXXXXXXX
XXXXXXXXXXXXX
XXXXXXXXXXXXX
XXXXXXXXXXXXX

CONTACT NAME XXXXXXXXXXXXX
XXXXXXXXXXXXX
Email:

SITE ADDRESS AS ABOVE

CONTACT NAME XXXXXXXXXXXXX
XXXXXXXXXXXXX

This method statement is to be read in conjunction with the Fordingbridge plc Health and Safety Policy for Sub-contractors and any Health and Safety information provided by the Client

The methods outlined in this statement will only be undertaken by persons qualified or deemed to be experienced in this type of work. If any problems arise from the use of this statement then they must be referred to the Health and Safety Manager at Fordingbridge plc, who will revise and re-issue the statement to all those concerned.

All works will be done in accordance with the Health and Safety at Work Act 1974 and all Regulations and Approved Codes of Practice relevant to this project

ALL OPERATIVES MUST HAVE READ AND UNDERSTOOD THIS DOCUMENT PRIOR TO COMMENCING WORKS. NO VARIANCE TO ITS SEQUENCE OR METHOD OF WORKING IS TO BE MADE WITHOUT PRIOR CONSULTATION AND AGREEMENT BETWEEN ALL PARTIES INVOLVED.

METHOD STATEMENT PROFORMA

Fordingbridge job no.	5076
Type of building (Garden Centre, walkway, school tensile etc)	Curved Roof Insulated School building
Brief Description (Is it timber, steel, clad with fabric, insulated? etc.)	Steel framed taper trellis with composite panel wall and roof cladding and associated windows and doors.
Date written	12/11/08
Completed by	Ray Horan Tel: 01243 558191 Email: rayhoran@fordingbridge.co.uk
Designer (s) (Include email and mobile details)	Paul Osborne Tel: 01243 558185 Email: paulosborne@fordingbridge.co.uk
Intended start date	22/11/08
Project Manager (Include email and mobile details)	Paul Osborne Tel: 01243 558185 Email: paulosborne@fordingbridge.co.uk
Erectors details (Include email, mobile and team member names)	Maurice Hoskins Tel: xxxxxxxxxxxx Craig Heaton Mark Harris
Erectors competency / training (Do they have CSCS /CPCS cards IPAF, PASMA etc? Induction training will be required if carrying out work for a Principal Contractor	20 years experience with Fordingbridge (MH) CSCS (All) CPCS (CH) CITB Site safety supervisor. (CH) IIPAF (All) PASMA (CH)

Welfare facilities	Toilet and washing facilities will be provided by the school

HOW IS THE WORK TO BE DONE

Include details of plant and equipment, materials to be used, storage, access and sequence of operations

Impact on other work areas Will the project create hazards to other areas? Give details and control measures	Work will be carried out during school hours. The site is in a quadrangle with access doors from corridors on two sides. These will be locked during the period our works are carried out. Due to the location of the site delivery of materials will be through the school corridors. To minimise any hazards, this procedure will be carried out on the weekend before construction is due to start or during out of school hours. All materials will be lifted off the truck and taken through the school building.
Risk Assessments Have all foreseeable risks been assessed? Provide details of R A's including COSHH	RA02 RA03 RA05 RA06 COSHH Hilti resin COSHH Firestone bonding adhesive
Plant and Equipment Provide details of all types of plant and equipment required	Manually operated Genie Hoist for lifting steelwork. Two small scissor lifts. Scaffold towers Scaffolding (RAMS supplied by scaffold company). Hand tools and 110volt power tools
Permits to work Will any special permission be required to carry out tasks? If yes, provide details.	None Required

<p>Personal Protective Equipment Describe the types of PPE required Some Principal Contractors may require in their site rules that certain types must be worn at all times.</p>	<p>Hard hat, Hi Vis jacket, safety boots worn at all times on site.</p> <p>Gloves, ear& eye protection, face masks and any other task specific PPE to be worn as required and to comply with the risk assessments</p>
<p>Delivery of plant and materials</p>	<p>Materials will be delivered by 12ton truck on the weekend before project is due to commence. Entrance into the school yard as approved at pre start meeting. All materials will be offloaded and taken through the school building by hand or on trolleys and stored in the quadrangle ready for use.</p>
<p>Groundwork (Complete if works to be carried out by Fordingbridge contractors) Provide details of the ground conditions, security of site, has a ground survey been done? How will spoil be removed? Etc.</p>	<p>Has been carried out</p>
<p>Erection of framework Highlight any access problems to site and how they can be controlled Describe how materials will be delivered offloaded and stored. Include sequence of erection and what equipment will be used.</p>	<p>Drill suitable holes in the foundations; install resin anchors and leave to set.</p> <p>Using the genie hoist, lift each stanchion onto the preinstalled anchor studs</p> <p>Adjust the position of each post with packing plates to align them and secure to the anchors with nuts and washers.</p> <p>Lift the “I” beams onto the stanchions and bolt down</p> <p>Lift the arches onto the beams and attach. Fit gutters to the arches with appropriate brackets</p> <p>Check structure for square and plumb and tighten all nuts and bolts.</p>

Cladding

Describe cladding process and any hazards that will be encountered e.g. adverse weather, high winds, frost etc. that will affect the work and the programme.

Starting from one side of the timber framework, Kingspan panels will be lifted by the telehandler onto the arches and fixed with Tex screws by personnel working from within a scissor lift.

Subsequent panels will be interlocked and installed in a similar manner over the roof. A polythene core will be set between the overlaps of each panel and sealed with a polysulphide mastic sealant.

Edge protection (by scaffold company) will be built around the sides and gable ends to provide edge protection for personnel working on the roof.

Installation of EPDM Membrane on Roof

When the scaffold and edge protection have been installed, the EPDM membrane will be rolled over the roof and temporarily positioned at the gable end.

A section of the membrane will be folded back on itself so adhesive can be applied to the exposed roof area and membrane using rollers.

When the adhesive is at the correct bonding dryness the membrane will be rolled back onto the roof section removing air bubbles in the process.

The next run of membrane will be laid over the roof in a similar manner to the first and will overlap it by approximately 100mm and steps 2 and 3 will be followed again.

Where the membranes overlap, a bonding primer and tape will be applied to the lower surface and the top surface will be rolled onto it to form a watertight seal.

The above process will continue along the length of the roof with excess material being trimmed and flashing strips applied as required.

Wall Cladding

After the edge protection has been removed the steel frame work for the doors and windows will be installed onto the main frame and ring beam.

Starting at the lower edge on one side of the building, panel bearers will be fixed to the ring beam at intervals to support the composite wall panels at low level.

	<p>Each panel will be fixed to the posts and the secondary steel where applicable.</p> <p>The next panel will be slotted the adjacent and “hidden” fixed to the posts. This sequence will continue around the building.</p> <p>When all the panels are in place the windows and doors will be installed, flashings and rainwater gear fitted where necessary.</p>	
<p>Arrangements for waste removal. Include details of how site is to be cleared and what responsibilities are those of Fordingbridge</p>	<p>All waste will be removed from site by Fordingbridge</p>	
<p>Checklist of inclusions:</p> <p>Risk Assessments:</p> <p>Drawings:</p> <p>Insurances:</p> <p>Other</p>	<p>Yes /No</p> <p>Yes</p> <p>Yes</p>	<p>By Whom</p> <p>Ray Horan</p> <p>Ray Horan</p>

Method Statement compiled by



Ray Horan

Date 13/11/08



Please give details of all personnel involved the works described above

Ensure all staff have read and understood this method statement and risk assessments plus any other relevant information provided by the Main Contractor or the Client

Full Name	Trade	Signature



CONTRACTOR HEALTH AND SAFETY QUESTIONNAIRE

In order to assure Ourselves and our Clients that contractors have appropriate arrangements for managing Health and Safety when undertaking work on Fordingbridge Plc projects, we require that they submit a completed questionnaire as part of the contracting process.

Your answers should cover all your activities and not just those conducted on Fordingbridge sites.

Please answer each question fully and, if possible, substantiate your answers with a copy of any supporting documentation.

HEALTH AND SAFETY QUESTIONNAIRE:

NAME OF COMPANY:

ADDRESS:

POST CODE:

RANGE OF WORK UNDERTAKEN:

SUBMITTED BY:

SIGNATURE:

DATE:

GENERAL LEGAL REQUIREMENTS

1. DO YOU HAVE CURRENT AND ADEQUATE INSURANCE COVER FOR:

Employers' Liability Compulsory Insurance

YES _____ NO _____ LIMIT _____

Public Liability Insurance

YES _____ NO _____ LIMIT _____

2. DO YOU HAVE A HEALTH AND SAFETY POLICY DOCUMENT?

YES _____ NO _____

If yes, please supply a current copy for our records.

Where there are five or more employees, the health and safety policy and the outcome of risk assessments should be in writing.

Do you have arrangements for putting the policy into effect?

YES _____ NO _____

Who is responsible for this policy being carried out and monitored?

NAME _____ POSITION _____

Do you have a person who is competent in health and safety issues?

YES _____ NO _____ NAME _____

Do you have arrangements for consulting employees on health and safety?

YES _____ NO _____

Does your company employ any staff that possess formal safety qualifications?

YES _____ NO _____ QUALIFICATION _____

3. TRAINING

Will you make arrangements to provide appropriate health & safety induction and training as and when required?

YES_____ NO_____

Will each EMPLOYEE be made aware of their personal responsibilities in respect of health & safety?

YES_____ NO_____

Are you participating in the CONSTRUCTION SKILLS CERTIFICATION SCHEME or any other similar certification scheme?

YES_____ NO_____

If yes, please supply copies for our records

4. ACCIDENTS & EMERGENCIES

Do you have procedures and personnel in place to deal with any accidents or emergencies that may occur?

YES_____ NO_____

Do you have adequate and appropriate equipment and facilities for first aid?

YES_____ NO_____

Have you appointed someone to take charge of first aid arrangements?

YES_____ NO_____ NAME_____

Do you record accidents in an accident book?

YES_____ NO_____

Are you familiar with the accident reporting requirements within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations of 1995 (RIDDOR)?

YES_____ NO_____

Has your Company suffered any Statutory Reportable Accidents or Dangerous Occurrences within the past three years?

YES_____ NO_____

If yes, please provide details

Have you been served an Improvement Notice or Prohibition Notice by the Health and safety Executive or other Enforcing Authority or been prosecuted under any Safety Legislation within the past five years?

YES_____ NO_____

If yes, please provide details

5. PERSONAL PROTECTIVE EQUIPMENT AND WELFARE

Will you ensure that YOUR EMPLOYEES are provided with appropriate personal protective equipment and clothing of the correct size and type?

YES_____ NO_____

Will you ensure that they effectively use and maintain all necessary personal protective equipment and clothing?

YES_____ NO_____

6. EQUIPMENT CONTROL, MAINTENANCE and USE

Do you ensure that plant and equipment used on site by your employees is correctly registered, controlled and maintained in a safe working condition?

YES_____ NO_____

Do your employees have the necessary certification to use specialist equipment and plant that is required?

YES _____ NO _____

If yes, please provide copies for our records

DECLARATION:

I hereby confirm the information supplied on this questionnaire is correct and I undertake to inform, immediately, the Fordingbridge Health & Safety Manager of any changes.

SIGNED:

ON BEHALF OF:

POSITION IN COMPANY:

DATE: