

Health & Safety Xpert®

User Guide

Software by
Steven Mulgrew

Written by
Joanna Mulgrew, Olivia Wild, Dave Price & Ed Britten
House Builder XL Limited

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HOW TO USE THIS BOOK AND GET STARTED

Thank you for purchasing **Health & Safety Xpert®**. We hope that you will find it an invaluable tool for helping your business take care of the health, safety and welfare of your employees, subcontractors and the general public, while meeting the requirements of current UK health and safety regulations.

What can Health & Safety Xpert® do?

Health & Safety Xpert® produces comprehensive documentation to help your company meet the requirements of UK Health and Safety legislation. Plus, if you use **EstimatorXpress®** for your estimating, you can import jobs directly into **Health & Safety Xpert®** and the software will automatically detect what documentation you may require. You can then check through the system's suggestions, customise the documents to your own requirements and print the ones you want. For a complete list of the documentation produced see page 6.

If you do not have **EstimatorXpress®**, call the **HBXL Sales Team** on **0845 1234 065**.

How to use this guide and get started with Health & Safety Xpert®

This User Guide explains how to install **Health & Safety Xpert®** on page 7. You will also find a detailed description of each screen starting at page 8. For a general overview of the main health and safety regulations you should be familiar with, see page 20. For a detailed explanation of the documentation that **Health & Safety Xpert®** produces, why you need it, what you do with it and the specific regulations that apply, please turn to page 28.

To obtain maximum benefit from **Health & Safety Xpert®**, we recommend that you read through this guide before starting to use the software.

Additional Help

Support for **Health & Safety Xpert®** is available from the **HBXL Help Team** on **0845 1234 085**. Please note support is only available with a valid Support & Updates subscription. For more information, call the **Help Team** on **0845 1234 085** or email support@hbxl.co.uk

Additional **Context Sensitive Help** is also available on every screen by pressing the **F1** key on your keyboard at any time or pressing the **Help button** on every screen.

Disclaimer

HBXL has made every effort to ensure that the information regarding Health & Safety Regulations contained in this User Guide is accurate at the time of going to press. Its contents should be used as guidance material and not as a replacement for current legislation or standards. It remains your responsibility to carefully review the information and documentation provided with **Health & Safety Xpert®**. If you have any queries, you should address the Health & Safety Executive for further advice.

Health & Safety Xpert® supplies a precedent bank of documentation and services to help meet a business's obligations under health and safety requirements in the house building sector. It is a generic product for which you shall be solely responsible for adapting documents procedures and recommendations to meet the specific requirements of your own health and safety needs for your specific project(s). House Builder XL shall have no liability or responsibility insofar as **Health & Safety Xpert®** is applied by you to your business's health and safety needs in an inappropriate way.

WHAT CAN HEALTH & SAFETY XPERT® DO?

Health & Safety Xpert® is a really easy way to ensure that your company is giving due consideration to the health, safety and welfare of your employees, subcontractors and the public and that you produce documentation to show that your company takes its responsibility to meet the requirements of current UK health and safety legislation seriously.

Health & Safety Xpert® is suitable for builders, developers, architects and contractors. Simply tell **Health & Safety Xpert®** what kind of project you are undertaking and it does the rest producing a comprehensive **Company Health & Safety Policy**, **pre-populated Risk Assessments** and **COSHH Assessments**, in addition to **Method Statements**, a **Pre-construction Info Pack** and **Construction Phase Health & Safety Plan** for every job you undertake as well as much, much more.

Plus, if you use **EstimatorXpress®**, you can import your jobs directly into **Health & Safety Xpert®**. With a few clicks, you can review and customise and then print the documents you need to create a comprehensive health & safety file for your job.

Plus you can also print out:

Blank Risk Assessments
Client Acknowledgement of Risk Assessment
COSHH Coversheet
Accident & Incident Record
Accident & Incident Investigation Form
F10 (Revised)
PPE Register
Toolbox Talks Register
Toolbox Talks Training Record
Method Statements
Plant Inspection Record
Site Set Up Checklist
Site Rules
Site Safety Induction
Site Induction Register
Site Attendance (Visitors) Register
Fire Plan

Health & Safety Audit
Noise Assessments
Site Inspection
Permit to Work Electricals
Permit to Work Excavations (Permit to Dig)
Permit to Work Asbestos
Permit to Work Confined Spaces
Permit to Work at Height
Hot Works Permit
Permit Register
Excavation Pre-Works Checklist
Excavation Inspection Record
Scaffolding Inspection Record
Scaffolding Handover Sheet
Harness Inspection Record
Lifting Equipment Inspection Record
Contractor Questionnaire

For more detailed descriptions of each document, why you need it, what you do with it and the regulations that apply, please turn to page 28.

INSTALLING HEALTH & SAFETY XPERT®

1. INSTALL YOUR HEALTH & SAFETY XPERT® SOFTWARE

- [1] Insert CD into drive. The CD should Autorun.
- [2] If Autorun has been disabled, select Run from the Start Menu, type in D:\Setup.exe (where D: is your CD drive)
- [3] After the installation wizard has started, follow the on-screen instructions until the installation is complete.

2. LAUNCHING HEALTH & SAFETY XPERT® FOR THE FIRST TIME

Before attempting to run your **Health & Safety Xpert®** software, it is essential that you check that your computer meets the minimum requirements below:

- 1GHz processor
- 50MB Hard Drive Space but 100MB recommended
- 512MB Ram minimum but 1GB Ram recommended
- CD Rom drive
- Microsoft® Word 2000 SR-1/XP/2003/2007/2010×/2013∞ (not Office 365)
- Windows® 2000/XP/Vista*/7*/8∞
- Internet Connection
- SVGA Monitor
- Pointing Device & Printer

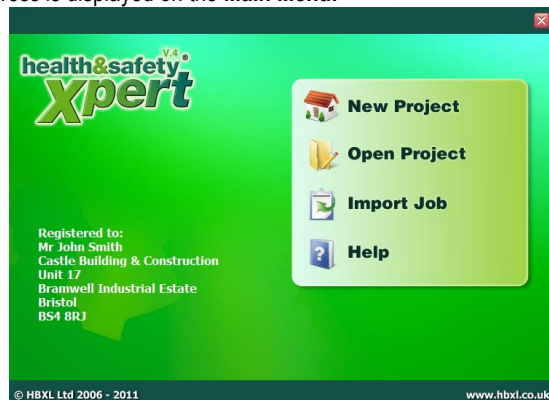
×Not click and run edition. * Windows® Vista and 7 only support Microsoft® Word 2003, 2007 & 2010. ∞Office 2013 is only supported by Windows 7 & 8. Check with Microsoft for your specific Office/Windows combination.



- [1] To launch the system either double-click on the **Health & Safety Xpert®** icon on your desktop or select **Health & Safety Xpert®** from the Start, Programs Menu.
- [2] You will then be required to follow the registration wizard to fill in your company contact details and register your copy of **Health & Safety Xpert®**. You can change your company address details at any time by clicking on the text where your address is displayed on the **Main Menu**.

When complete, you will then see the **Main Menu** appears.

PLEASE NOTE ALL NEW USERS ONLY RECEIVE A TEMPORARY 7-DAY LICENCE TO PREVENT PIRACY AND WILL THEN RECEIVE A FULL LICENCE VIA EMAIL TO THE EMAIL ADDRESS GIVEN DURING REGISTRATION ONCE YOUR COPY HAS BEEN VERIFIED.



WORKING YOUR WAY AROUND THE SCREENS

MAIN MENU & CREATING A NEW HEALTH & SAFETY PROJECT

Launch **Health & Safety Xpert®** by double-clicking on the **Health & Safety Xpert®** icon on your desktop or selecting **Health & Safety Xpert®** from the Start, Programs Menu.



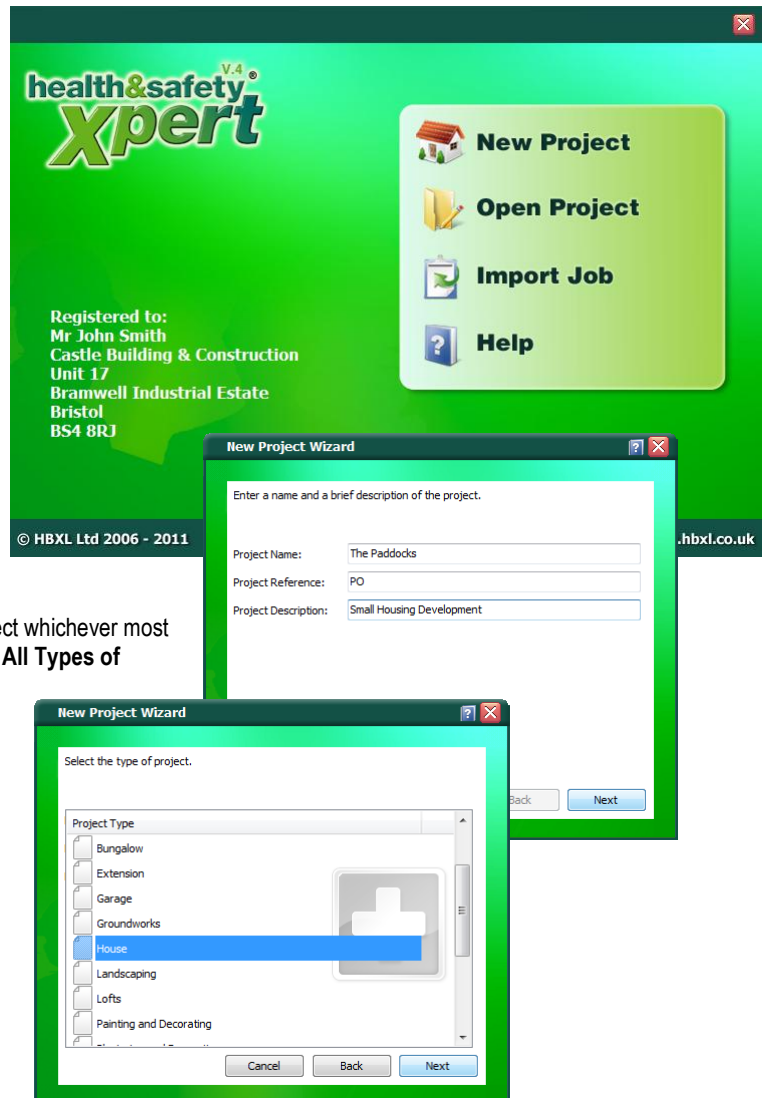
The **Main Menu** will appear:

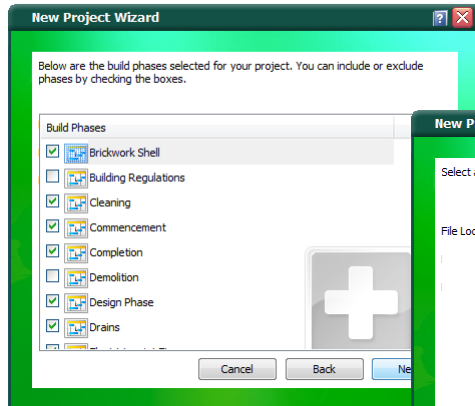
From the **Main Menu**, you can:

- (a) Create a new job by clicking the **New Project** button.
- (b) Open an existing job using the **Open Project** button.
- (c) Import a job from **EstimatorXpress®** using the **Import Job** button.
- (d) Access **Health & Safety Xpert®** Help using the **Help** button.

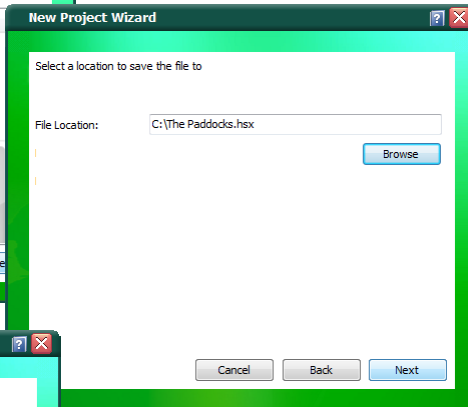
Clicking the **New Project** button launches the **New Project Wizard**. The **Wizard** will prompt you to enter a **Project Name**, **Project Reference** and **Project Description**.

Next, you are prompted to select a **Project Type**. Select whichever most closely matches your project. If you are unsure, select **All Types of Domestic Work**. **Health & Safety Xpert®** will now auto-detect the **Risk Assessments** and **COSHH Assessments** that you may require.

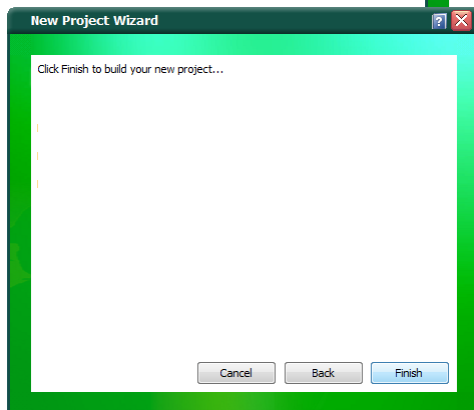




Then, check the **Build Phases** that **Health & Safety Xpert®** has automatically selected and add or remove any as required.

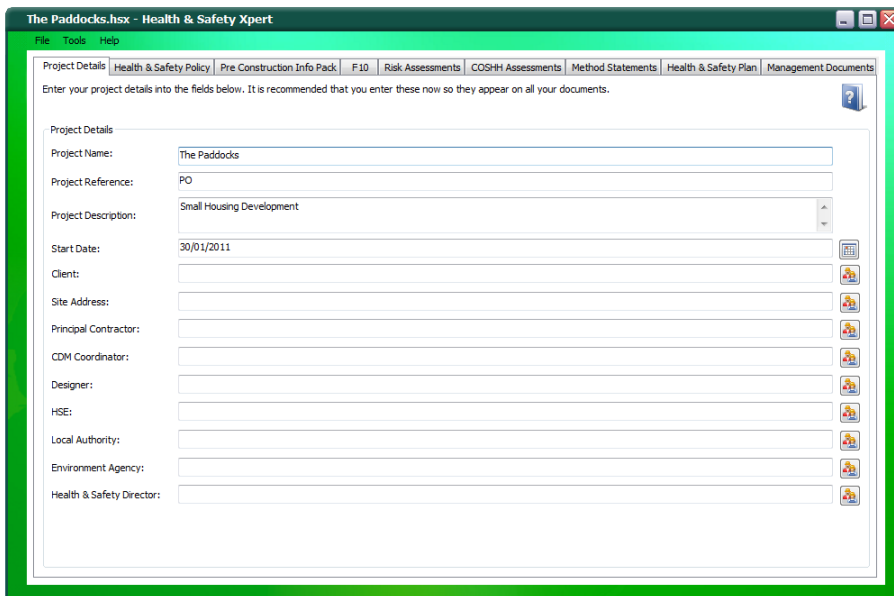


Select a location to save your new **Health & Safety Xpert®** project.



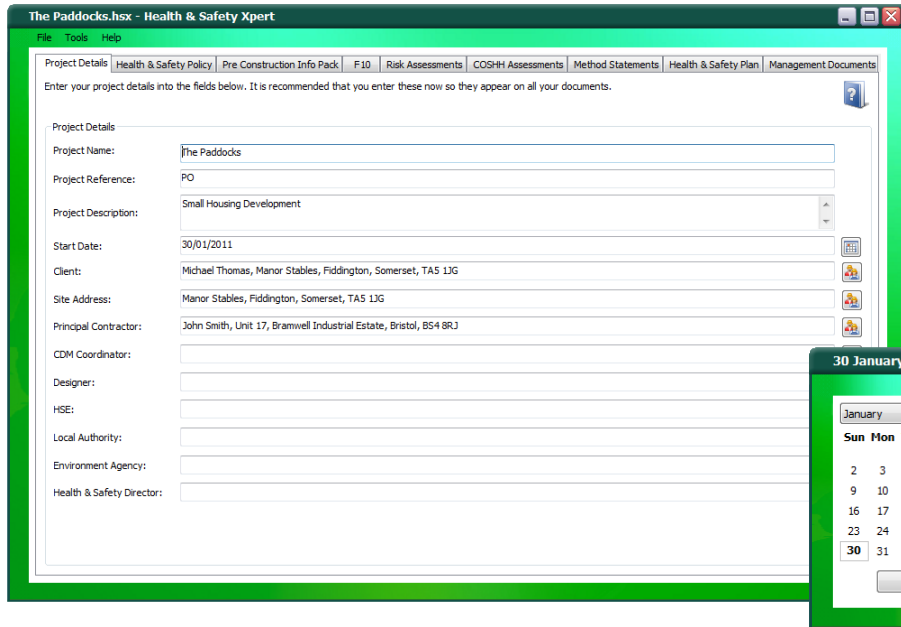
Finally, click **Finish** to create your new project.

The **Project Details** screen will appear. Notice that it includes the details you entered as you created the job. To find out what to do next, please turn to page 10.



PROJECT DETAILS TAB

Once you have created, opened or imported a job in **Health & Safety Xpert®**, the **Project Details** screen is displayed with the details you entered when you created the job in the first three rows:



The Paddocks.hsx - Health & Safety Xpert

File Tools Help

Project Details | Health & Safety Policy | Pre Construction Info Pack | F10 | Risk Assessments | COSHH Assessments | Method Statements | Health & Safety Plan | Management Documents

Enter your project details into the fields below. It is recommended that you enter these now so they appear on all your documents.

Project Details

Project Name: The Paddocks

Project Reference: PO

Project Description: Small Housing Development

Start Date: 30/01/2011

Client: Michael Thomas, Manor Stables, Fiddington, Somerset, TA5 13G

Site Address: Manor Stables, Fiddington, Somerset, TA5 13G

Principal Contractor: John Smith, Unit 17, Bramwell Industrial Estate, Bristol, BS4 8RJ

CDM Coordinator:

Designer:

HSE:

Local Authority:

Environment Agency:

Health & Safety Director:

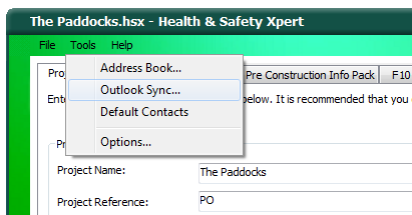
N.B. It is essential that you fully complete the Project Details tab before proceeding any further because the information you enter here will appear in the documents that Health & Safety Xpert® creates.

30 January 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OK Cancel

Use the **Calendar** button  to enter a start date and the **Contact** button  to select **Contacts** for **Client**, **Site**, **Principal Contractor**, **CDM Coordinator**, **HSE**, **Local Authority** and **Environment Agency** and so on.



The Paddocks.hsx - Health & Safety Xpert

File Tools Help

Project Name: The Paddocks


Project Reference: PO

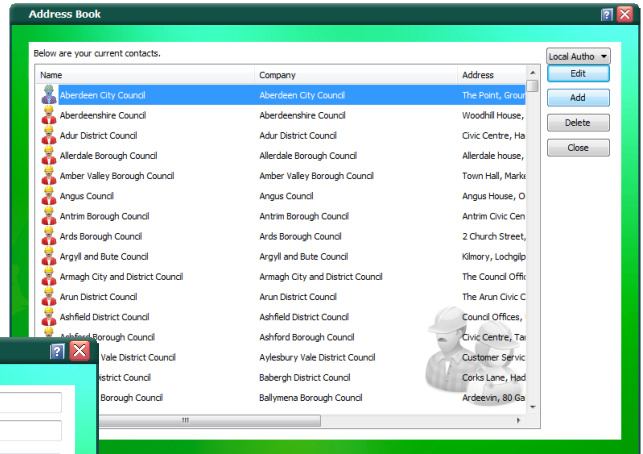
If you have an existing **Address Book** in Microsoft Outlook, you can import your **Contacts** into the **Health & Safety Xpert® Address Book**.

1. Click on the **Tools** menu at the top of the screen.
2. Select **Outlook Sync**. A dialog box will pop up.
3. Click **Import**.
4. An Outlook dialog box may pop up asking if you want to allow another program (**Health & Safety Xpert®**) to access the email addresses stored in Outlook. Click **OK**.

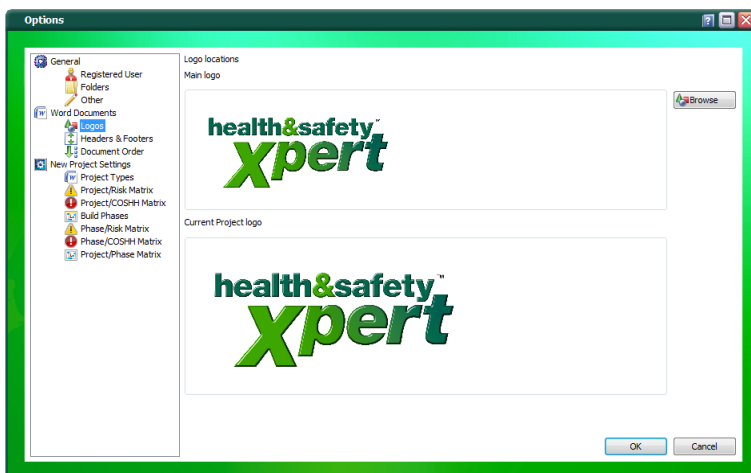
Health & Safety Xpert® imports the **Contact** details from your Outlook **Address Book** and you are returned to the **Project Details Tab**.

You can also add new **Contacts** to the **Address Book**.

1. Press the **Contact** button  adjacent to the **Contact** you wish to add. The **Address Book** pops up.
2. Click **Add** button. A dialog box pops up.
3. Fill out the necessary **Contact** details.
4. Switch between **Business** and **Home** addresses by pressing the **Business** button.



5. Select a **Contact Category**, if appropriate, from the **Categories** check boxes.
6. Click **OK**.
7. You are returned to the **Address Book** where the **Contact** has now been added.
8. Click **OK** to select the **Contact** and return to the **Project Details Tab**. To return to the **Project Details Tab** without selecting a **Contact**, click **Cancel**.

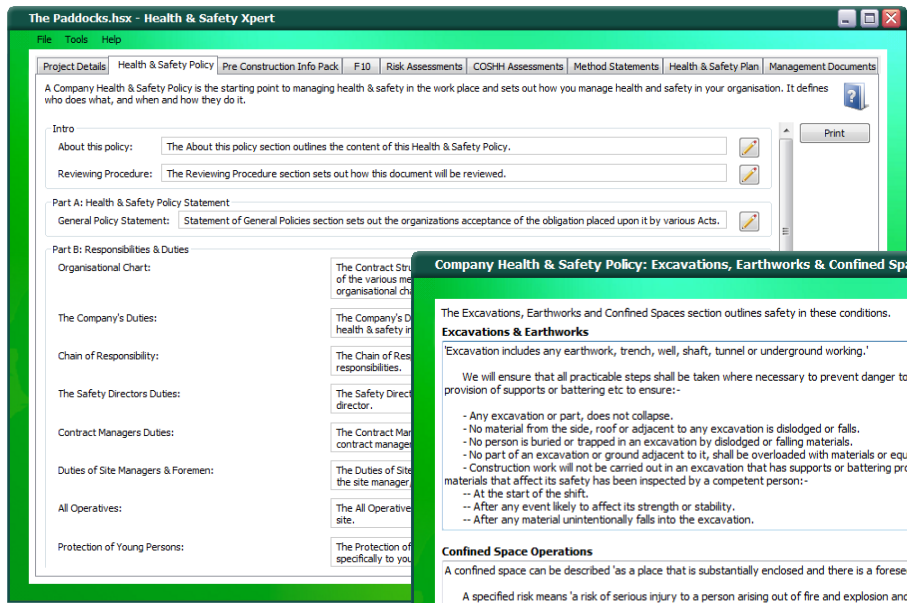


At this stage, we recommend that you import your company logo into **Health & Safety Xpert®** as it will also appear in all the documents that are produced.

1. Click on the **Tools** menu at the top of the screen.
2. Select **Options**. A dialog box will pop up.
3. Click on **Logos** within Word Documents in the list on the left.
4. Locate your **Company Logo** graphic on your computer using the **Explore** button. Click **OK**.

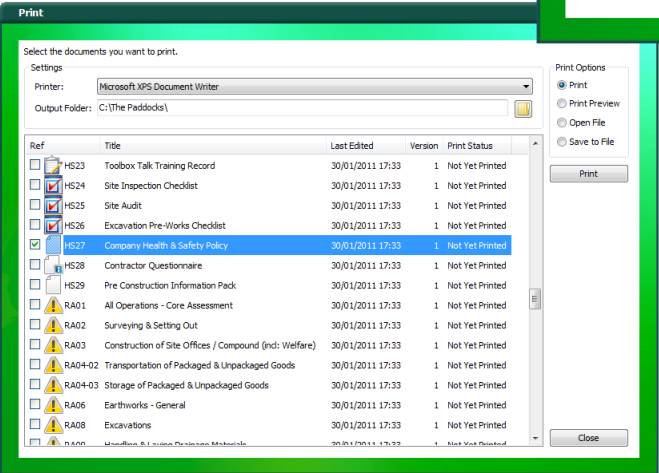
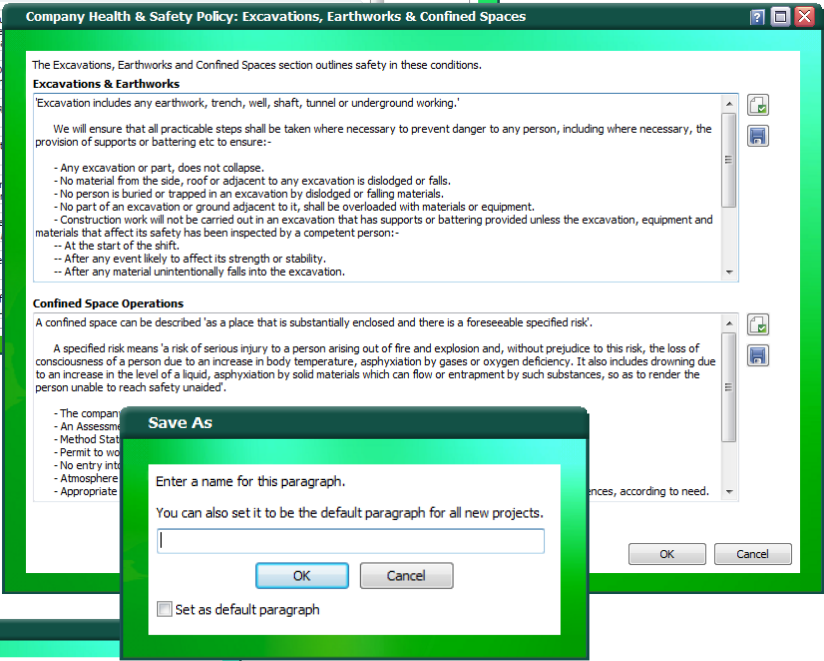
HEALTH & SAFETY POLICY TAB

In the **Health & Safety Policy** screen, you should review and edit the text of the **Health & Safety Policy** document.



Press the **Edit** button next to each section. The section you wish to edit pops up in a dialog box where you can make the changes you require then press **OK**.

If you want your changes to be available for use in other jobs in the future, you can save your new text using the **Save As** button. You will be prompted to enter a name for your new version of the paragraph. You will then be able to select your own version for future jobs.

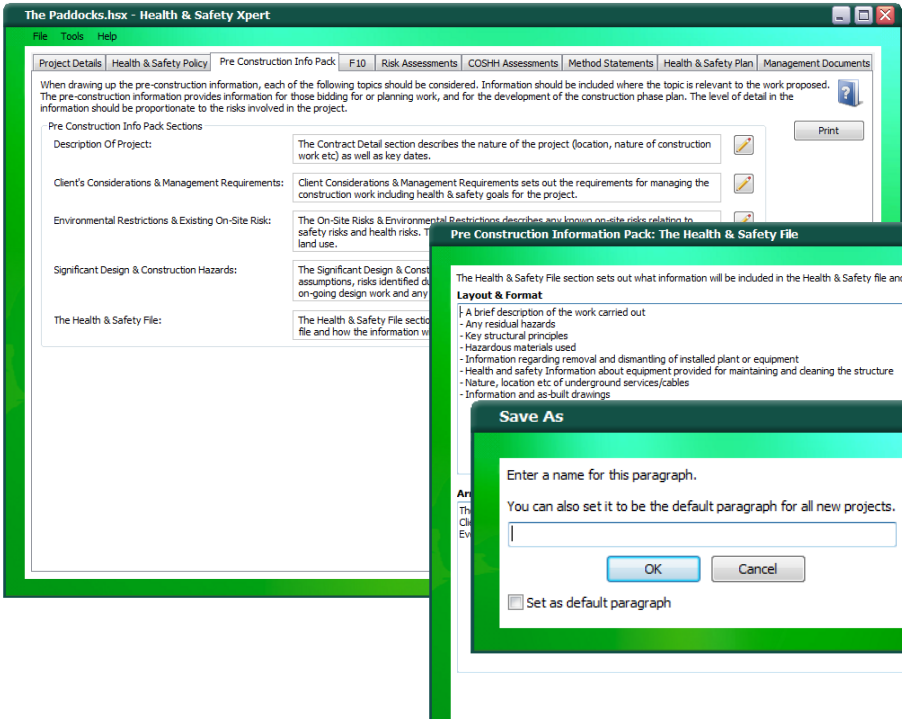


Once you are satisfied with the content of your **Health & Safety Policy**, simply press **Print** button to print a copy. In the **Print** dialog box, confirm which document you wish to print, select whether you wish to print direct to your printer, show a print preview or open the document in Microsoft Word, then click **Print**.

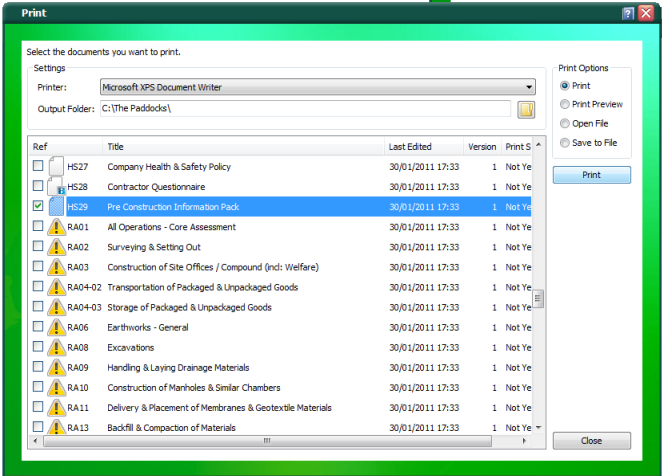
For more detailed information about the **Health & Safety Policy** and why you need one, see page 28.

PRE-CONSTRUCTION INFO PACK TAB

In the **Pre-construction Info Pack** screen, it is **essential** that you review and edit the text of the **Pre-construction Information Pack** document because each **Pack** is unique and specific to the job for which it is prepared and therefore requires you to enter your own bespoke text.



Press the **Edit** button next to each paragraph to enter your own wording for each section of the **Pre-construction Info Pack**.



If you want to save any of the changes you have made to these paragraphs for use in other projects in the future, you can do this using the **Save As** button.

Once you are satisfied with the content of the **Pre-construction Info Pack**, simply press **Print** button to print a copy. In the **Print** dialog box, confirm which document you wish to print, select whether you wish to print direct to your printer, show a print preview or open the document in Microsoft Word then click **Print**.

For more detailed information about the **Pre-construction Info Pack** and why you need one, see page 40.

RISK ASSESSMENTS TAB

In the **Risk Assessments** screen, you should review and edit the text of the various **Risk Assessment** documents.

If you are aware of additional risks on site that are not covered by the **Risk Assessments** listed, you should add extra **Risk Assessments** to your project from the **Health & Safety Xpert®** library of **Risk Assessments** using the **Add** button.

Or create a new Risk Assessment by pressing the **New** button.

Having selected a **Risk Assessment**, use the **Edit** button to review it and make changes. See notes overleaf for assistance.

The Paddocks.hsx - Health & Safety Xpert

File Tools Help

Project Details | Health & Safety Policy | Pre Construction Info Pack | F10 | Risk Assessments | COSHH Assessments | Method Statements | Health & Safety Plan | Management Documents

Below are the Risk Assessments currently selected for your project. A Risk Assessment is a careful examination of what in your project could cause harm to people and the measures that can be taken to prevent accidents and ill health. You can add or delete risks at any time.

Ref	Title	Last Edited	Version	Print Status
RA01	All Operations - Core Assessment	30/01/2011 17:33	1	Not Yet Printed
RA02	Surveying & Setting Out	30/01/2011 17:33	1	Not Yet Printed
RA03	Construction of Site Offices / Compound (incl: Welfare)	30/01/2011 17:33	1	Not Yet Printed
RA04-02	Transportation of Packaged & Unpackaged Goods	30/01/2011 17:33	1	Not Yet Printed
RA04-03	Storage of Packaged & Unpackaged Goods	30/01/2011 17:33	1	Not Yet Printed
RA06	Earthworks - General	30/01/2011 17:33	1	Not Yet Printed

Find
Edit
Add
New
Delete
Print

Select

Select the documents to add to your project.

Ref	Title	Last Edited
<input type="checkbox"/>	RA05 Movement of Stores	01/01/2008 09:00
<input type="checkbox"/>	RA07 Loading & Transportation of Materials from Site	30/01/2011 16:46
<input type="checkbox"/>	RA15 Testing & Taking of Material Samples on Site	01/01/2008 09:00
<input type="checkbox"/>	RA23 Work Adjacent & Under Structures under Construction	01/01/2008 09:00
<input type="checkbox"/>	RA24-09 Drag Lines & Piling Rigs	01/01/2008 09:00
<input type="checkbox"/>	RA24-10 Concrete Extruding Machines	30/01/2011 16:46
<input type="checkbox"/>	RA24-14 "Tractor" Loading Shovels / Wheeled Loading Shovels	01/01/2008 09:00
<input type="checkbox"/>	RA24-15 Mobile Fuel / Water Bowssers	01/01/2008 09:00
<input type="checkbox"/>	RA29 Nuclear Density Gauges	01/01/2008 09:00
<input type="checkbox"/>	RA30 Sampling Materials in Laid Condition & PC Rates of Spread	01/01/2008 09:00
<input type="checkbox"/>	RA31 Raising Ironwork and Kerbing ("Prep" Work)	30/01/2011 16:46
<input type="checkbox"/>	RA32-02 Temporary Traffic Signals	30/01/2011 16:46
<input type="checkbox"/>	RA33-03 Stop/Go Traffic Control	30/01/2011 16:46

Risk Assessment - [RA24-05 : Excavators]

Below are the suggested risks for this particular task. The important things you need to check are whether a hazard is significant and whether you have covered it by satisfactory precautions so the post-control risk is small.

Task
Operation/Task: Excavators Assessor: John Smith, Unit 17, Bramwell Industrial Estate, Brist
Location/Area: All Sites Others at Risk: Other contractors, public.
Employees at Risk: Operators, site personnel. Key Responsible Persons: Contracts Managers & Supervisors

Activity 1
Activity: Excavators - operation/use

Hazards	Risks	Pre-Control Risk	Control Measures	Post-Control Risk	Comments
Excavator	Machine overturning	5	6	2	
	Materials or equipment falling from machine			6	
	Response being			12	

Operators will be competent, trained and authorised to use.
Copies of the excavator manufacturer's
Excavators will not be used without a current certificate of thorough
The operator will be responsible for ensuring the machine
A competent person (normally the

Print
Print Preview
Open File
Save to File

Print

Print

Select the documents you want to print.

Settings
Printer: Microsoft XPS Document Writer
Output Folder: C:\The Paddocks\

Ref	Title	Last Edited	Version	Print Status
<input checked="" type="checkbox"/>	RA24-05 Excavators	30/01/2011 17:33	1	Not Yet Printed
<input type="checkbox"/>	RA24-06 Ready-Mix Concrete Pumps	30/01/2011 17:33	1	Not Yet Printed
<input type="checkbox"/>	RA24-07 Operating Trenching Machines	30/01/2011 17:33	1	Not Yet Printed
<input type="checkbox"/>	RA24-08 Lorry mounted Loaders, Grabs & Skips	30/01/2011 17:33	1	Not Yet Printed
<input type="checkbox"/>	RA24-11 Asphalt Paving Machines	30/01/2011 17:33	1	Not Yet Printed
<input type="checkbox"/>	RA24-12 Chipping Machines	30/01/2011 17:33	1	Not Yet Printed
<input type="checkbox"/>	RA24-13 Ride-on & Pedestrian Operated Road Rollers (Non Vib...	30/01/2011 17:33	1	Not Yet Printed
<input type="checkbox"/>	RA24-16 Road Planers	30/01/2011 17:33	1	Not Yet Printed
<input type="checkbox"/>	RA24-17 Mechanical Road Sweepers (inc: Pressure Washer)	30/01/2011 17:33	1	Not Yet Printed
<input type="checkbox"/>	RA24-18 Mobile Lighting Towers	30/01/2011 17:33	1	Not Yet Printed
<input type="checkbox"/>	RA24-19 Dumper Trucks	30/01/2011 17:33	1	Not Yet Printed
<input type="checkbox"/>	RA24-20 Mobile Elevated Platforms	30/01/2011 17:33	1	Not Yet Printed
<input type="checkbox"/>	RA24-21 Extruded Asphalt Kerbing Machine	30/01/2011 17:33	1	Not Yet Printed
<input type="checkbox"/>	RA25 Hand Start Generators & Pumps	30/01/2011 17:33	1	Not Yet Printed

Close

Once you are satisfied with the **Risk Assessments**, simply press **Print** button to print copies. In the **Print** dialog box, confirm which document(s) you wish to print, select whether you wish to print direct to your printer, show a print preview or open the document in Microsoft Word then click **Print**.

For more detailed information about **Risk Assessments** and why you need them, see page 29.

NOTES ABOUT RISK ASSESSMENTS

Legal Requirements & Recording

Regulation 3 of the **Management of Health and Safety at Work Regulations 1999** requires employers to make suitable and sufficient assessment of the risks to the health and safety of their workers, or any other person who may be affected by their undertakings and to record the significant findings of the assessments. The requirement relates also to the self-employed. The recorded assessment should be an effective statement of hazards and risks, which then leads management to take the relevant action to ensure health and safety. It needs to be part of the employer's overall approach to health and safety.

Contents

- All relevant hazards and risks should be addressed
- Consider what normally happens in the workplace or during work activity
- Consider who might be affected
- Take into account existing precautionary measures
- Show what control measures are to be put in place to ensure a safe system of work

Format

The Risk Assessment document provided with Health & Safety Xpert® has been designed to assist in meeting the above requirements. A number of construction operations have been identified, together with associated risks and hazards and recommended control measures in generic form. The format has been designed so that when completed, it will be regarded as 'Site Specific'. The assessor is invited to select/review from those generic hazards suggested, to indicate whether they are applicable and to add others, identifying the persons at risk and the risk product*. The assessor is also invited to select/review from the list of suggested controls those that he feels should be implemented. Space is also provided for the inclusion of other controls considered necessary to deal with any circumstances relating to a particular site and then recalculate the risk product† with the post control measures in place.

Definitions

Activity identifies the task which poses a risk. For example, when excavating a trench, working in unstable ground poses a risk. **Hazard** outlines the elements of the activity which have potential to cause harm. In this case, unstable sides to the trench could cause harm. **Risk** outlines the likelihood that harm will occur and the possible outcomes of the hazard. For example, unstable ground could result in trench collapse and entrapment.

Risks & Quantitative Evaluation

The first **Pre-Control Risk** drop down box indicates the **likelihood** of the risk occurring during the proposed work. The likelihood of trench collapse and entrapment before control measures is probable. The second **Pre-Control Risk** drop down box relates to the **severity** of the outcome, should the risk occur. For example, the potential outcome of trench collapse and entrapment is multiple fatalities.

*The risk product is obtained by Health & Safety Xpert® multiplying the two numbers together - in consequence, the higher the number the more serious the matter.

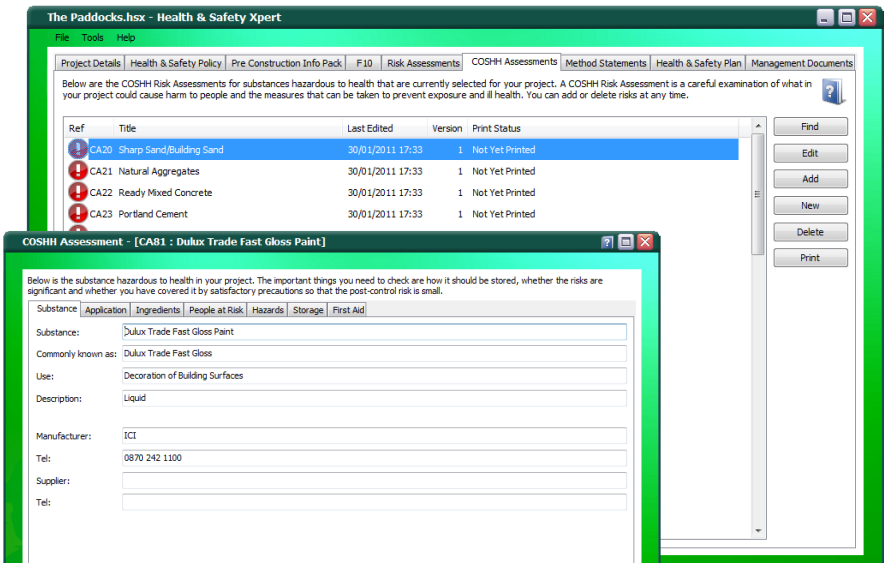
Controls & Quantitative Evaluation

The **Control Measures** are the measures put in place to reduce or avoid the risk. Assessing ground conditions and using appropriate trench support systems are measures which reduce the risk of trench collapse and entrapment. The **Post-Control Risk** drop down boxes relate to the **likelihood** and **severity** of the risk once **Control Measures** are in place. Implementing **Control Measures** makes trench collapse and entrapment more unlikely, but should it occur, fatalities are still possible.

†The risk product **Post-Control** is obtained by Health & Safety Xpert® multiplying the two numbers together - in consequence, the higher the number the more serious the matter.

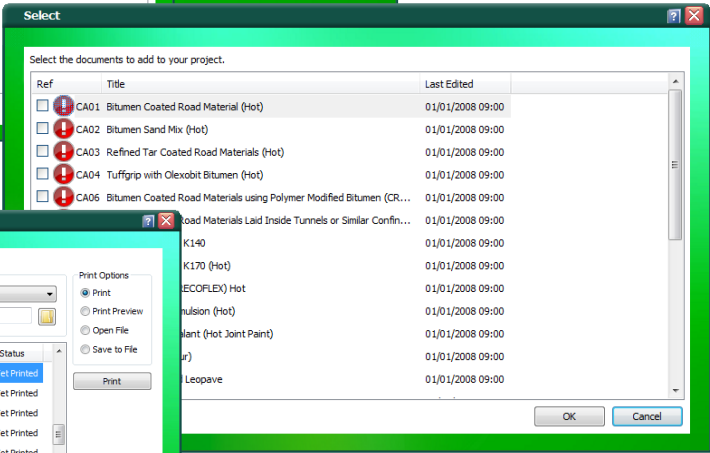
COSHH ASSESSMENTS TAB

In the **COSHH Assessments** screen, you should review and edit the text of the various **COSHH Assessment** documents.



Having selected a **COSHH Assessment**, use the **Edit** button to review it and make any changes.

If you are aware of additional substances on site that are not covered by the **COSHH Assessments** listed, you should add any extra **COSHH Assessments** to your project from the **Health & Safety Xpert®** library of **COSHH Assessments** using the **Add** button. Similarly, you can delete any you think you do not require using the **Delete** button.

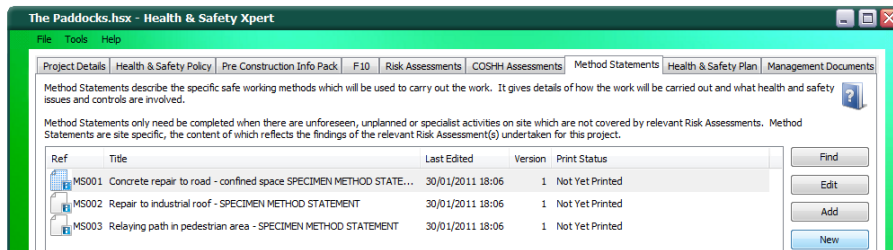


Once you are satisfied with the **COSHH Assessments**, simply press **Print** button to print copies. In the **Print** dialog box, confirm which document(s) you wish to print, select whether you wish to print direct to your printer, show a print preview or open the document in Microsoft Word then click **Print**.

For more detailed information about **COSHH Assessments** and why you need them, see page 30.

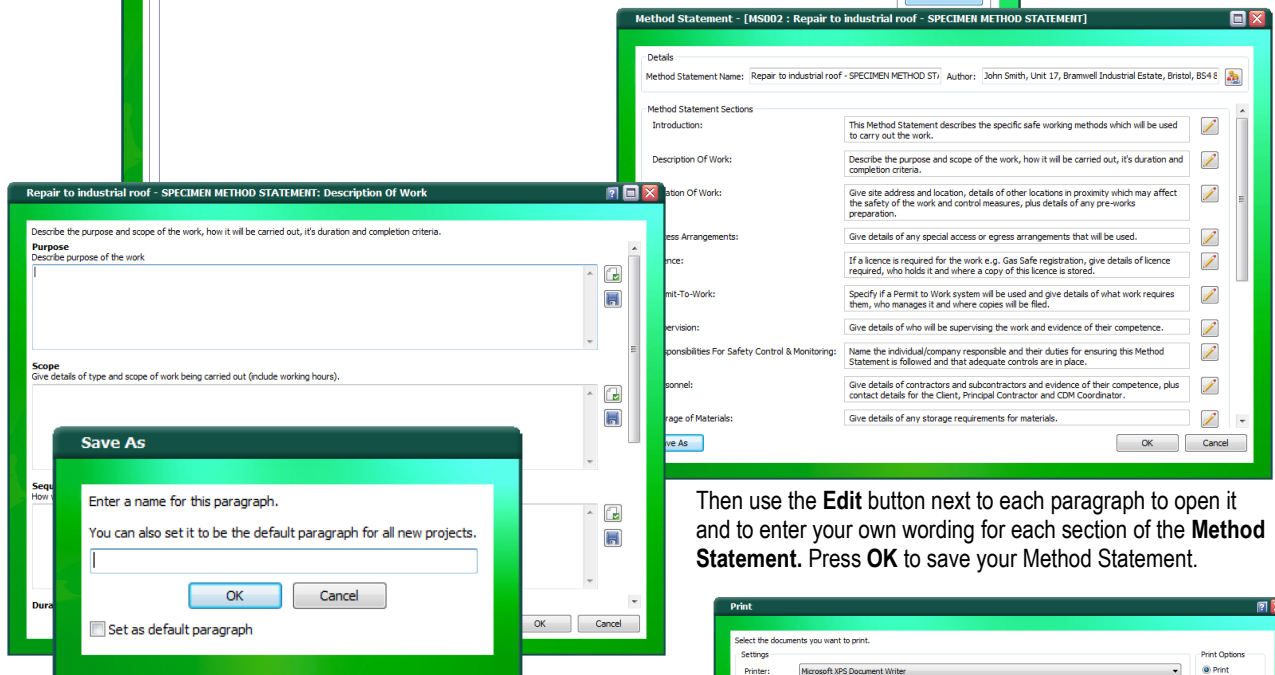
METHOD STATEMENT TAB

In the **Method Statements** screen, you can create new Method Statements and edit the text of any existing Method Statements you have previously created. Health & Safety Xpert® is supplied with three template Method Statements to help you get started. Because each Method Statement is unique and specific to the job for which it is prepared it therefore requires you to enter your own bespoke text. You can have more than one Method Statement per project. For more detailed information about **Method Statements** and why you need them, see page 32.



To get started with a Method Statement press the **New** button.

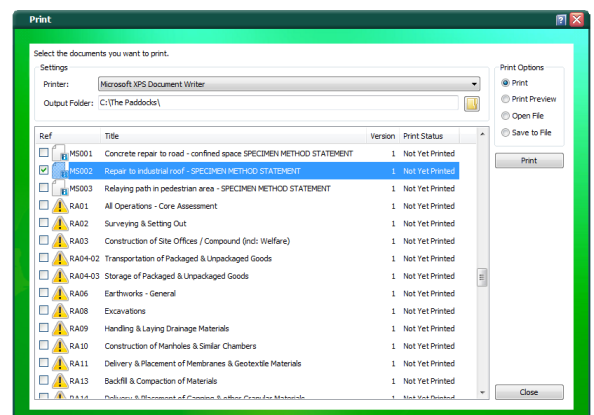
Give your **Method Statement** a name at the top of the screen.



Then use the **Edit** button next to each paragraph to open it and to enter your own wording for each section of the **Method Statement**. Press **OK** to save your Method Statement.

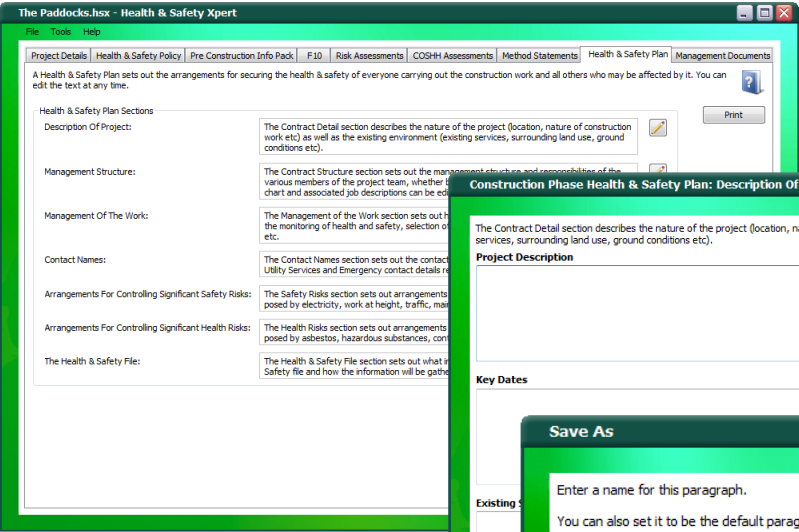
If you want to save your Method Statement for future projects press **Save As** and it will be saved to your library of Method Statements.

Once you are satisfied with your Method Statement, simply press **Print** button to print copies. In the Print dialog box, confirm which document(s) you wish to print, select whether you wish to print direct to your printer, show a print preview or open the document in Microsoft Word then click Print.



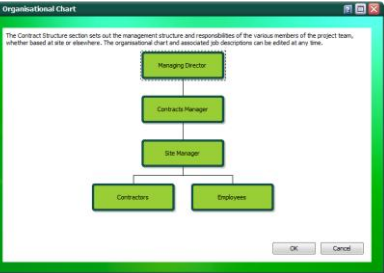
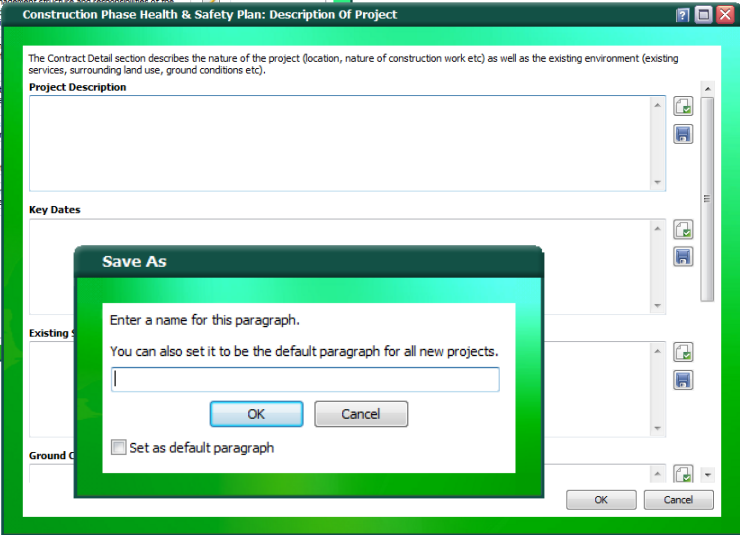
HEALTH & SAFETY PLAN TAB

In the **Health & Safety Plan** screen, it is **essential** that you review and edit the text of the **Health & Safety Plan** document and the **Organisational Chart** because each **Health & Safety Plan** is unique and specific to the job for which it is prepared and therefore requires you to enter your own bespoke text.



Press the **Edit** button next to each paragraph to enter your own wording for each section of the **Health & Safety Plan**. Press **OK** to save your edits.

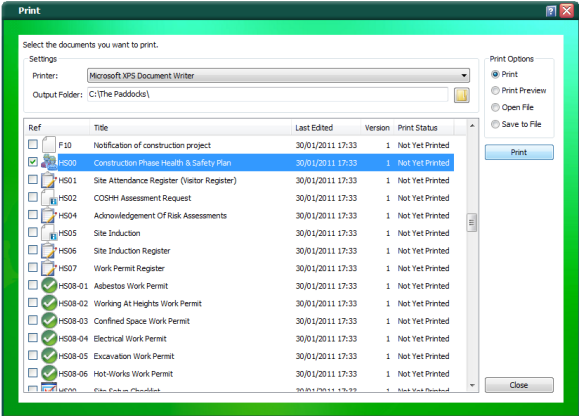
If you want to save any of the changes you have made to these paragraphs for use in other projects in the future, you can do this using the **Save As** button.



When you edit the **Contract Structure**, you can review and make changes to the **Organisational Chart**. To add a new person or delete a person from the chart, simply right click on the person you want to make changes to.

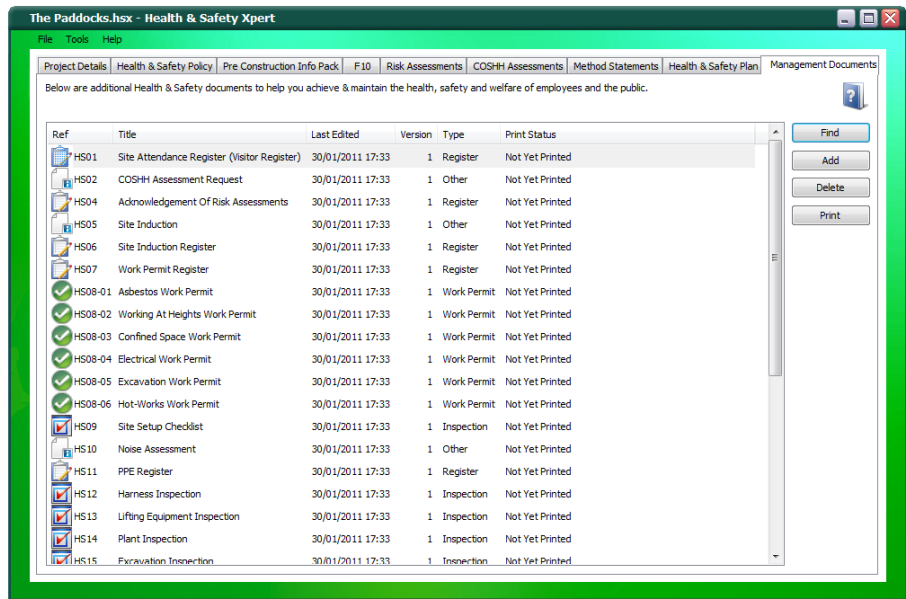
Once you are satisfied with the content of the **Health & Safety Plan**, simply press **Print** button to print a copy. In the **Print** dialog box, confirm which document you wish to print, select whether you wish to print direct to your printer, show a print preview or open the document in Microsoft Word then click **Print**.

For more detailed information about the **Health & Safety Plan** and why you need it, see page 41

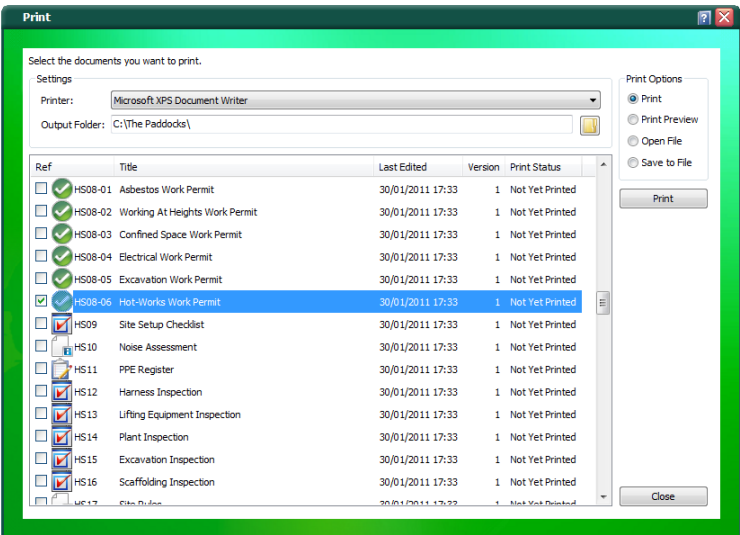


MANAGEMENT DOCUMENTS TAB

In the **Management Documents** screen, you can print a variety of other useful health & safety documents. These documents are not editable. We recommend you read through the relevant sections of the Guide to Printouts located on pages 28-58 to decide which documents you would like to use for your project.



To print these other documents, simply press **Print** button to print copies. In the **Print** dialog box, confirm which document you wish to print, select whether you wish to print direct to your printer, show a print preview or open the document in Microsoft Word then click **Print**.



For more detailed information about these management documents turn to pages 28-58.

WHAT ARE THE MAIN HEALTH & SAFETY REGULATIONS YOU NEED TO KNOW ABOUT?

THE HEALTH & SAFETY AT WORK ACT 1974

The Health & Safety at Work Act 1974 describes the general duties that employers have towards their employees and to members of the public:

- The health and safety of people at work
- Protection of other people affected by work activities
- The control of risks to health and safety from articles and substances at work
- The control of some atmospheric emissions

The employers' main duties are to ensure, so far as reasonably practicable, the health and safety and welfare at work of all their employees. The degree of risk in a particular job or workplace needs to be balanced against the time, trouble, cost and physical difficulty of taking measures to avoid or reduce the risk. In particular:

- The provision of safe plant and systems of work
- The safe use, handling, storage and transport of articles and substances
- The provision of any required information, instruction, training and supervision
- A safe place of work including access and egress
- A safe working environment with adequate welfare facilities

The law requires that when more than five people are employed the employer must:

- Prepare a written general health and safety policy
- Set down the organization and arrangements for putting that policy into effect
- Revise and update the policy as necessary
- Bring the policy and arrangements to the notice of all employees

In addition, every employer and self-employed person is under a duty, so far as reasonably practicable, that persons not in their employment (and themselves for self-employed) who may be effected, are not exposed to risks to their health & safety.

Powers of Inspectors

Under the **Health & Safety at Work Act 1974**, inspectors have the authorization to enter premises at any reasonable time (or anytime in a dangerous situation), and to:

- Take a constable with them if necessary
- Examine and investigate
- Take measurements, photographs and recordings
- Take possession of or retain anything for examination or legal proceedings
- Require any person who can give information to answer questions and sign a statement
- Issue an Improvement Notice, which is a notice identifying a contravention of the law and specifying a date by which the situation must be remedied

- Issue a Prohibition Notice, which is a notice identifying and halting a situation which involves or will involve a risk of serious personal injury. A contravention need not have been committed. The notice can have **immediate effect**.

Fee For Intervention (FFI)

Under The Health and Safety (Fees) Regulations 2012, those who break health and safety laws are liable for recovery of HSE's related costs, including inspection, investigation and taking enforcement action.

Offences

Notices will contain, or have attached, an explanation of what you must do to comply. You are often allowed to use a different but equally effective alternative. When notices are issued, a copy will be provided for any employees. The law requires some notices to be put in a register, which is open to public inspection. Failure to comply with a notice is a serious offence and is likely to lead to prosecution.

The laws that Inspectors enforce take account of the costs of what you are required to do. This means that the action required must be in proportion to the risks concerned.

If you appeal against an Improvement Notice it is suspended until the appeal is heard. A Prohibition Notice usually remains in force until the appeal is heard. An appeal form will be enclosed with either type of notice.

The Inspector can also decide to prosecute any company and/or individual breaking the law. When an offence is committed by a corporate body with the knowledge, connivance or neglect by a responsible person, both that person and the body corporate are liable to prosecution.

Prosecution is more likely where there:

- is a blatant disregard for the law (particularly for economic reasons)
- is reckless disregard for the health and safety of workpeople and others
- have been repeated breaches of legislation and management is neither willing nor structured to deal adequately with these
- has been a serious accident or a case of ill-health arising from a substantial legal contravention

or where:

- a particular type of offence is prevalent in an activity or area
- a particular contravention has caused justifiable, serious public concern

Offences under the **Health & Safety at Work Act 1974** attract fines up to £20,000 and/or 12 months imprisonment at lower court (and unlimited fines and/or 2 years imprisonment at higher court).

THE MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999

The Management of Health & Safety at Work Regulations 1999 clarifies what employers are required to do to manage health and safety under the Health & Safety at Work Act 1974

This law requires every employer to carry out a suitable & sufficient risk assessment. If there are 5 or more employees in the workplace, the significant findings must be recorded.

It applies the principal of prevention, through effective arrangements for health & safety (planning, organization, monitoring & review).

Every employer is obliged to appoint one or more competent persons to advise and assist in undertaking the necessary measures to comply with the relevant statutory requirements.

Information must be provided to staff on the risk assessment, risk controls, emergency procedures and the identity of people appointed to assist on health & safety matters. The information provided must take account the level of training, knowledge and experience of the employees.

When giving tasks to employees their capabilities with regard to health & safety must be taken into account. Employees must be provided with adequate health & safety training.

Young people (under 18) must be protected at work from risks to their health & safety that are the result of lack of experience, or absence of awareness of existing or potential risks or because they have not fully matured. Risks to young people must be given careful consideration in your **Risk Assessments**.

CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2007

HOW DOES CDM APPLY TO YOU?

- **Part 1** is an introduction to the **Construction (Design and Management) Regulations 2007**
- **Part 2** covers general management duties which apply to **all** construction projects.
- **Part 3** sets out additional management duties for **notifiable** projects (non-domestic projects lasting more than 30 working days or more than 500 person days).
- **Part 4** applies to **all** construction work carried out on construction sites and covers physical safeguards needed to prevent danger.
- **Part 5** includes other general issues, e.g. transitional arrangements from CDM 1994 to CDM 2007

A more detailed overview of **Parts 2, 3 and 4** is given below.

PART 2 (ALL CONSTRUCTION PROJECTS)

Clients' responsibilities:

- Check competence and resources of all appointees
- Ensure there are suitable management arrangements for the project
- Allow sufficient time and resources for all stages
- Provide pre-construction information to designers and contractors

Designers' responsibilities:

- Eliminate hazards and reduce risks during design
- Provide information about remaining risks

Contractors' responsibilities:

- Plan, manage and monitor own work and that of workers
- Check competence of all their appointees and workers
- Train own employees
- Provide information to their workers
- Comply with specific requirements in Part 4 of the CDM regulations
- Ensure there are adequate welfare facilities for their workers

Everyone's' responsibilities:

- Check own competence
- Cooperate with others and coordinate work
- Report obvious risks
- Comply with requirements of Part 4 of the CDM regulations for any work under their control

PART 3 (NOTIFIABLE PROJECTS)

The following applies to non-domestic projects lasting more than 30 working days or 500 person days (e.g. 50 people working for over 10 days). Such work must be notified to the HSE on form F10 (Revised). This advises the HSE of (amongst others):

- Exact address of the site
- Planned start date
- Clients' details
- CDM Coordinator's details
- Principal Contractor's details
- A brief description of the project

Clients' additional responsibilities:

- Appoint a CDM Coordinator
- Appoint a Principal Contractor
- Ensure construction phase does not start unless there are suitable welfare facilities and the construction phase plan is in place
- Retain access to the health and safety file

NB there must be a CDM coordinator and Principal Contractor until the end of the construction phase.

CDM Coordinator's responsibilities:

- Advise and assist client with duties
- Notify HSE of the Project
- Coordinate health and safety aspect of the design work and cooperate with others involved in the project
- Facilitate good communication between client, designers and contractors
- Liaise with principal contractor regarding ongoing design
- Identify and obtain the information for the Pre-construction Information Pack
- Prepare/update health and safety file

Designers' additional responsibilities:

- Check client is aware of duties and that CDM Coordinator has been appointed
- Check HSE has been notified of the Project
- Provide any health and safety information needed for the health and safety file

Principal Contractors' responsibilities:

- Plan, manage and monitor construction phase in liaison with contractors
- Prepare, develop and implement a written Health & Safety plan and site rules (Initial plan to be completed before the construction phase begins)
- Give contractors relevant parts of the plan
- Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- Check competence of all appointees
- Ensure all workers have site inductions, and any further information and training needed for the work
- Consult with workers
- Liaise with CDM coordinator regarding ongoing design
- Secure the site
- Check client is aware of duties and a coordinator has been appointed and HSE notified before starting work

Contractors' additional responsibilities:

- Cooperate with Principal Contractor in planning and managing work, including reasonable directions and site rules
- Provide details to the Principal Contractor of any contractor whom he engages in connection with carrying out the work
- Provide any information needed to complete the health and safety file
- Inform the Principal Contractor of any problems with the plan
- Inform Principal Contractor of any reportable accidents, diseases and dangerous occurrences

Pre-Construction Information Pack

The CDM Coordinator in conjunction with the client is responsible for ensuring that the Pre-construction Information Pack is prepared in a convenient form and that relevant parts are provided to those involved in the design of the structure, and to every contractor (including the Principal Contractor). The contents will include (among other things):

- Description of project, including key dates and existing plans
- Clients' considerations and management requirements including welfare provision, site security and hoardings, permit to work systems, fire precautions and any 'no go areas'
- Environmental restrictions and existing on-site risks
- Significant design and construction hazards
- Description and format of the health and safety file

Construction Phase Health and Safety Plan

The Principal Contractor must draw up and develop this plan so that it is relevant to the work proposed, and sets out how health and safety is to be managed during the construction phase. The level of detail is to be proportionate to the risks involved in the project. These will include (among others):

- Description of project including key appointments, dates and programme details
- Management of the work including structure and responsibilities, goals, monitoring and review, contractor selection, site welfare, inductions and security, site rules and emergency procedures
- Arrangements for controlling risks including work at height, excavations, traffic, storage, plant and equipment
- The health and safety file including layout and format, information gathering and storage

Health and Safety File

The health and safety file is a record of information for the client or end user. The CDM Coordinator ensures that the file is produced and hand it to the client at the end of the project. It should include (among other things):

- A brief description of the work carried out
- Any residual hazards
- Key structural principals
- Hazardous materials
- Health and safety information about cleaning or maintenance
- Nature and location of significant services
- Information and as-built drawings of the structure

PART 4 (ALL CONSTRUCTION PROJECTS)

Construction (Design and Management) Regulations 2007 gives employers, the self-employed and those who control the way in which construction work is carried out various duties including:

- Safe place of work
 - Safe access and egress to places of work
 - Safe places of work with adequate space for workers
 - That people are prevented from gaining access to unsafe access or workplaces
- Excavations are safe
 - Ensure that excavations do not accidentally collapse
 - Prevent, so far as is reasonably practicable, a person from being buried or trapped by a fall of material
 - Support, so far as is reasonably practicable, the sides, roof or adjacent area to prevent a collapse
 - Provide suitable and sufficient equipment to support the excavation
 - Work on supports for an excavation only under competent supervision
 - Stop any person vehicle or equipment being near to an excavation where it is likely to cause collapse
 - Prevent any risk so far as is reasonably practicable, of injury from underground cables or services
 - Prevent persons, vehicle or plant, equipment or any accumulation of material falling into the excavation
- Fire & other emergencies
 - Provide unobstructed, properly signed emergency routes and exits to a place of safety
 - Set up appropriate emergency procedures with designated people
 - Make people on site familiar with procedures and test the procedures
 - Provide suitable signs to indicate the fire fighting equipment
- Welfare facilities
 - Provide sanitary and washing facilities with adequate supply of drinking water
 - Accommodation for clothing and changing facilities
 - Rest facilities
- Traffic routes & Vehicles
 - Organized so that vehicles and people can move safely
 - Organized so there is a separation between people and vehicles, or where this is not reasonably practicable, people are protected and warning of approaching vehicles is given
 - Vehicles can only be used where routes are free of obstructions, there is sufficient room or warning has been given to the driver
 - Suitable signs should be erected
- Training, Inspection and Reports
 - Construction work where training or technical knowledge is required to protect people shall only be carried out by competent people or under competent supervision
 - Where the work is part of an excavation make sure it is inspected before work and at specified intervals by a competent person
 - Reports of inspections must be produced by the competent person before the end of the working period

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS (COSHH) 2002

Control of Substances Hazardous to Health Regulations (COSHH) 2002 extends the steps required under risk assessments and a duty to deal with accidents and emergencies. COSHH covers most substances hazardous to health in workplaces and covers persons who may be on the premises but not employed whether they are at work or not, including visitors and contractors.

The seven basic steps include:

1. Assess the risks to health
2. Decide what precautions are to be taken
3. Prevent or adequately control exposure
4. Ensure control measures are used and maintained
5. Monitor the exposure of employees to hazardous substances
6. Carry out appropriate health surveillance where necessary
7. Ensure employees are properly informed, trained and supervised

Basically **no work may be carried out** where employees are liable to be exposed to substances hazardous to health **unless a suitable and sufficient risk assessment** has been carried out including the steps needed to meet COSHH have been made. **Where 5 or more employees are employed the significant findings must be recorded** and steps taken to comply. Employers Liability (Compulsory Insurance) Act 1969 & Regulations 1998

EMPLOYERS LIABILITY (COMPULSORY INSURANCE) ACT 1969 AND REGULATIONS 1998

Employers liability (compulsory insurance) act 1969 and regulations 1998 states that employers are responsible for the health & safety of employees while they are at work.

Employees may be injured at work, or they or former employees may become ill as a result of their work while employed. They may try to claim compensation if they believe them to be responsible. The **Employers Liability Compulsory Insurance Act 1969** ensures that an employer has at least a minimum level of insurance against such claims.

This is why it is important to undertake training and provide site rules to avoid such scenarios.

GUIDE TO PRINTOUTS INCLUDED WITH HEALTH & SAFETY XPERT®

COMPANY HEALTH & SAFETY POLICY

Under the **Health & Safety at Work Act 1974**, every employer by law with 5 or more employees must prepare and update as necessary a **Company Health and Safety Policy**.

Under the **Health & Safety (First Aid) Regulations 1981**, an employer must provide adequate and appropriate first aid facilities and equipment, rendered by qualified first aiders. **Employees must be informed** of these arrangements including the location of facilities, equipment and people and this is usually included in a **Company Health and Safety Policy**.

A **Company Health and Safety Policy** would normally also include general statements of how the company intends to comply with other relevant regulations including:-

- Deposit of Poisonous Waste Act 1972
- High Inflammable and Liquefied Petroleum Gas Regulations 1982
- Petroleum Spirit [Plastic Container] Regulations 1982
- Control of Asbestos at Work Regulations 2012
- Control of Pollution (Amendment) Act 1989
- Electricity at Work Regulations 1989
- Environmental Protection Act 1991
- Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991
- Chapter 8 Traffic Signs Manual 1991 (Traffic Signing Regulations and General Directions)
- Manual Handling Operations Regulations 1992
- Workplace (Health, Safety & Welfare) Regulations 1992
- Personal Protective equipment at Work [PPE] Regulations 1992 (Amended 1996)
- The Construction (Design and Management) Regulations 2007
- R.I.D.D.O.R. 2013
- The Health and Safety (Consultation with Employees) Regulations 1996
- Safety Signs and Signals Regulations 1996
- Lifting Operation and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- Control of Noise at Work Regulations 2005
- Control of Vibration at Work Regulations 2005

Use the **Company Health and Safety Policy** included in **Health & Safety Xpert®** to establish general standards for health, safety and welfare within which your company will carry out its work and distribute responsibility for the implementation and management of these standards. All employees and sub-contractors must be familiar with your **Company Health and Safety Policy** and must be able to access a copy of it, should they wish to consult it further.

RISK ASSESSMENTS

Under the **Management of Health & Safety at Work Regulation 1999**, (clarifying what employers are required to do to manage health and safety under the **Health & Safety at Work Act 1974**) **every employer** is required to carry out suitable & sufficient **risk assessments**. If there are 4 or more employees in the workplace, the **significant findings must be recorded**.

Young people (under 18) must be protected at work from risks to their health & safety that are the result of lack of experience, or absence of awareness of existing or potential risks or because they have not fully matured. Risks to young people must be given careful consideration in your **Risk Assessments**.

Specifically in relation to construction, the **Construction (Design & Management) Regulations 2007** requires that **risks are properly assessed** and steps are taken to avoid or reduce them so far as is reasonably practicable.

In addition, **Risk Assessment** is an essential part of complying with the following regulations to determine a safe system of work.

- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Control of Asbestos at Work Regulations 2012
- Confined Spaces Regulation 1997
- Work at Height Regulations 2005
- Lifting Operations & Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- Personal Protective equipment at Work [PPE] Regulations 1992 (Amended 1996)
- Control of Noise at Work Regulations 2005
- Electricity at Work Regulations 1989

Use the **Risk Assessments** included in with **Health & Safety Xpert®** to help you properly assess the risks on your sites and record what measures you have taken to avoid and reduce them. It is important to file these records so that they could be consulted by an inspector if necessary.

You can also use the blank **Risk Assessment** included with **Health & Safety Xpert®** to create your own additional **Risk Assessments** for high risk activities if required. (**Method Statements** need only be completed when there are unforeseen, unplanned or specialist activities on site which are not covered by relevant risk assessments. **Method Statements** are site-specific and can only be completed by a trained, experienced and competent person. **Method Statements** must be completed on site.)

COSHH ASSESSMENTS

The **Health & Safety at Work Act 1974** states that one of an employer's main **duties** is to ensure, **so far as reasonably practicable**, the health and safety and welfare at work of all their employees. This includes the safe use, handling, storage and transport of articles and substances.

Under the **Control of Substances Hazardous to Health Regulations (COSHH) 2002**, **no work may be carried out** where employees are liable to be exposed to substances hazardous to health **unless a suitable and sufficient risk assessment** has been carried out. Where **four or more employees are employed** the **significant findings** must be **recorded** and steps taken to comply.

COSHH covers most substances hazardous to health in workplaces and covers persons who may be on the premises but not employed, whether they are at work or not, including visitors and contractors.

In addition, the **Control of Asbestos at Work Regulations 2012** requires employers or the self-employed to prevent exposure at work to asbestos or, where this is not reasonably practicable, to ensure that exposure is kept as low as possible – and in any event below the control limit for asbestos. Employers must ensure a competent person **assesses the risks** from ACM's (Asbestos Containing Materials) **before work starts**.

Use the **COSHH Assessments** included in **Health & Safety Xpert®** to help you identify and record any risks associated with dangerous substances and the measures that you have taken to control and prevent exposure. It is important to file these records so that they could be consulted by an inspector if necessary.

ACKNOWLEDGEMENT OF RISK ASSESSMENTS

The **Health & Safety at Work Act 1974** describes the general duties that employers have towards their employees and to members of the public. This regulation includes:

- The health and safety of people at work
- Protection of other people affected by work activities
- The control of risks to health and safety from articles and substances at work
- The control of some atmospheric emissions

The **Construction (Design & Management) Regulations 2007** requires that risks are properly assessed and steps are taken to avoid or reduce them so far as is reasonably practicable.

Use the **Acknowledgment of Risk Assessments** to confirm that all relevant persons working on the project have seen and understood any and all risk assessments that have been carried out. It is important to file these records so that they could be consulted by an inspector if necessary.

COSHH COVER SHEET

The **Health & Safety at Work Act 1974** states that one of an employer's main **duties** is to ensure, **so far as reasonably practicable**, the health and safety and welfare at work of all their employees. This includes the safe use, handling, storage and transport of articles and substances.

Under the **Control of Substances Hazardous to Health Regulations (COSHH) 2002**, **no work may be carried out** where employees are liable to be exposed to substances hazardous to health **unless a suitable and sufficient risk assessment** has been carried out. Where **5 or more employees are employed** the **significant findings** must be **recorded** and steps taken to comply.

COSHH covers most substances hazardous to health in workplaces and covers persons who may be on the premises but not employed, whether they are at work or not, including visitors and contractors.

Use the **COSHH Assessments** included in **Health & Safety Xpert®** to help you identify and record any risks associated with dangerous substances and the measures that you have taken to control and prevent exposure.

Should you order a COSHH data sheet from a manufacturer, use the **COSHH Cover Sheet** included in **Health & Safety Xpert®** to request that your company carries out its own COSHH Assessment of the product/dangerous substance (and attach it to the manufacturers data sheet), identifying and recording any risks associated with it and the measures that you have taken to control and prevent exposure.

It is important to file these records so that they could be consulted by an inspector if necessary.

METHOD STATEMENTS

The **Health & Safety at Work Act 1974** describes the employers' main **duties** which are to ensure, **so far as reasonably practicable**, the health and safety and welfare at work of all their employees.

The degree of risk in a particular job or workplace needs to be balanced against the time, trouble, cost and physical difficulty of taking measures to avoid or reduce the risk. In particular the **employer** must **provide safe plant and systems of work** ascertained by **Risk Assessments**.

Method Statements need only be completed when there are unforeseen, unplanned or specialist activities on site which are not covered by relevant risk assessments. **Method Statements** are site-specific and can only be completed by a trained, experienced and competent person.

In addition the **Construction (Design and Management) Regulations 2007** stipulate the requirement for **Method Statements** from contractors to be included in the **Construction Phase Health & Safety Plan**.

Method Statements are an important part of complying with other specific regulations to determine a safe system of work including:

- Work at Height Regulations 2005
- Electricity at Work Regulations 1989
- Confined Spaces Regulation 1997
- Control of Asbestos at Work Regulations 2012

Use the **Method Statement** printout included with **Health & Safety Xpert®** to help you prepare, implement, communicate and record safe systems of work in accordance with the findings of the relevant **Risk Assessments**.

ACCIDENT & INCIDENT RECORD

Reporting accidents and ill health at work is a **legal requirement**. The information enables the enforcing authorities to identify where and how risks arise and to investigate serious accidents. The enforcing authorities can then help and advise you on preventive action to reduce injury, ill health and accidental loss - much of which is uninsurable.

RIDDOR, or the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, places a legal duty on:

- employers;
- the self-employed; and
- those in control of premises;

to notify and report some work-related accidents, diseases and dangerous occurrences to the relevant enforcing authority for their work activity.

You must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting; the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease.

The law requires the following work-related incidents to be reported to the Health & Safety Executive RIDDOR Incident Contact Centre immediately online at <http://www.hse.gov.uk/riddor/>

Types of reportable incidents

Deaths:

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers:

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries include (regulation 4):

- a fracture, other than to fingers, thumbs and toes
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalpings (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to
- hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day injuries to workers:

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Injuries to non-workers:

You must report injuries to members of the public or people who are not at work if they are injured through a work-related accident, and are taken from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

Reportable occupational diseases:

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Reportable dangerous occurrences:

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.. For a full, detailed list, refer to the online guidance at: <http://www.hse.gov.uk/riddor/>

You must keep a record of:

Any other occupational accident causing injuries that result in a worker being away from work or incapacitated for more than three consecutive days (not counting the day of the accident but including any weekends or other rest days). You do not have to report over-three-day injuries, unless the incapacitation period goes on to exceed seven days. If you are an employer who has to keep an accident book, the record you make in this will be enough. You must produce RIDDOR records when asked by HSE, local authority or ORR inspectors.

I'm self-employed. What do I need to do?

If you are working in someone else's premises and suffer either a major injury or an injury which means you cannot do your normal work for more than seven days, then they will be responsible for reporting, so, where possible, you should make sure they know about it.

If you or a member of the public is injured while you are working on your own premises, if there is a dangerous occurrence there, or if a doctor tells you that you have a work-related disease or condition, then you need to report it.

However, as a self-employed person you don't need to notify immediately if you suffer a major injury on your own premises. Either you or someone acting for you should report it within 10 days.

* As of 6 April 2012, the reporting requirement in RIDDOR for over-three-day injuries has changed to seven days. The trigger point has increased from over three days' to over seven days' incapacitation (not counting the day on which the accident happened). Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

ACCIDENT & INCIDENT INVESTIGATION FORM

RIDDOR, or the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, places a legal duty on:

- employers;
- the self-employed; and
- those in control of premises;

to notify and report some work-related accidents, diseases and dangerous occurrences to the relevant enforcing authority for their work activity (see **Accident & Incident Record** for more details.)

The causes of all accidents and incidents (including 'near misses') should be established in order to enable appropriate preventive action to be taken in the future. This is an essential part of the reactive monitoring of your company's Health and safety standards. **Use the Accident & Incident Investigation Form** included with **Health & Safety Xpert®** to carry out this function.

It is important to file these records so that they could be consulted by an inspector if necessary.

F10 FORM (REVISED)

Under the **Construction (Design & Management) Regulations 2007**, if the construction phase involves more than 30 working days or 500 person days and the project is not of a domestic nature, the CDM Coordinator must **advise the HSE of your project** on an **F10 Form (Revised)**.

This advises the HSE of information such as:

- Address of the construction site
- Name & Address of the clients
- Name & Address of the CDM Coordinator
- A declaration signed on behalf of the planning supervisor that he has been appointed as such
- Name & Address of principal contractor
- Other important information regarding the nature, purpose and method of works

Part 3 of CDM Regulations applies to most common building, civil engineering and construction work, excluding work for a client which is of a wholly domestic nature. Use the F10 Form (Revised) included in **Health & Safety Xpert®** to inform the HSE of these details.

PPE REGISTER

Every employer shall ensure that **suitable PPE** (Personal Protective Equipment) is **provided to employees** who may be exposed to risks to their health & safety under the **Personal Protective Equipment at Work Regulations 1992**.

Before choosing any PPE, employers must ensure that a proper assessment (**Risk Assessment**) is made to determine whether the PPE is suitable. Employers should provide employees with adequate and appropriate information, instruction and training including:

- The risks which PPE will avoid or limit
- The purpose for which and the manner in which PPE should be used
- Any action required of the employee to maintain the PPE
- Employers are required to provide demonstration of PPE where appropriate

Use the **PPE Register** included in **Health & Safety Xpert®** to record these instructions and that the employee understands the requirement to use and look after the PPE they have been issued with.

Notes:

When there is an overlap in the duties in the general **Personal Protective Equipment at Work Regulations** and those specifically covering asbestos, hazardous substances (COSHH) and noise etc then the *specific* legislative requirements should prevail.

Every employer must provide suitable head protection for each employee and replace it whenever necessary. A similar duty is placed on self-employed people. Every employer shall ensure, so far as reasonably practicable, that each employee (and any other person over whom they have control) at work wears suitable head protection unless there is no foreseeable risk of injury to their head other than through falling.

The person in control of a site may make rules regulating the wearing of suitable head protection. These must be in writing, in for example, your **Company Health & Safety Policy**, **Site Rules**, explained in your **Site Induction** and recorded in your **PPE Register**. It is important to file these records so that they could be consulted by an inspector if necessary.

Use the **PPE Register** included with **Health & Safety Xpert®** to provide evidence that suitable personal protective equipment including head protection has been supplied to all personnel on site.

TOOLBOX TALKS REGISTER

The **Health & Safety at Work Act 1974** describes the general duties that employers have towards their employees and to members of the public which include:

- The provision of safe plant and systems of work
- The safe use, handling, storage and transport of articles and substances
- The provision of any required information, instruction, training and supervision
- A safe place of work including access and egress
- A safe working environment with adequate welfare facilities

The **Management of Health & Safety at Work Regulations 1999** clarifies what employers are required to do to manage health and safety under the **Health & Safety at Work Act 1974** and states that information must be provided to staff on the risk assessment, risk controls, emergency procedures and the identity of people appointed to assist on health & safety matters. The information provided must take account the level of training, knowledge and experience of the employees.

Information, instruction and training regarding safety, COSHH, access, plant, work systems and health and safety is carried out as part of your **Site Induction** and as part of regular **Toolbox Talks**. Relevant information will also be contained within the **Site Rules**.

Use the **Toolbox Talks Register** to maintain a record of what information and training has been delivered to site personnel and by whom. Use the **Toolbox Talks Register** in conjunction with the **Toolbox Talks Training Record** which enables you to record who attended which training session. It is important to file these records so that they could be consulted by an inspector if necessary.

TOOLBOX TALKS TRAINING RECORD

The **Health & Safety at Work Act 1974** describes the general duties that employers have towards their employees and to members of the public which include:

- The provision of safe plant and systems of work
- The safe use, handling, storage and transport of articles and substances
- The provision of any required information, instruction, training and supervision
- A safe place of work including access and egress
- A safe working environment with adequate welfare facilities

The **Management of Health & Safety at Work Regulations 1999** clarifies what employers are required to do to manage health and safety under the **Health & Safety at Work Act 1974** and states that information must be provided to staff on the risk assessment, risk controls, emergency procedures and the identity of people appointed to assist on health & safety matters. The information provided must take account the level of training, knowledge and experience of the employees.

The **Provision and Use of Work Equipment Regulations 1998** states that persons who use work equipment must have adequate:

- Health & safety information
- Where appropriate, written instructions about the use of the equipment

Information, instruction and training regarding safety, COSHH, access, use of plant, work systems and health and safety is carried out as part of your **Site Induction** and as part of regular **Toolbox Talks**. Relevant information will also be contained within the **Site Rules**.

Use the **Toolbox Talks Training Record** to record who attended each training session. Use the **Toolbox Talks Training Record** in conjunction with the **Toolbox Talks Register** which enables you to record what information and training has been delivered to site personnel and by whom. It is important to file these records so that they could be consulted by an inspector if necessary.

PRE-CONSTRUCTION INFORMATION PACK

The **Management of Health & Safety at Work Regulations 1999** clarifies what employers are required to do to manage health and safety under the **Health & Safety at Work Act 1974**. It applies the principal of prevention, through effective arrangements for health & safety (**planning, organization, monitoring & review**).

More specifically the **Construction (Design & Management) Regulations 2007** sets out the requirement for a **Pre-construction Information Pack** under part 3.

Part 3 of CDM regulations applies to most common building, civil engineering and construction work. It does not cover house occupiers carrying out work on domestic properties.

Part 3 of CDM regulations applies to:

- All Construction work which lasts for 30 working days or more **or**
- All Construction work which lasts for more than 500 person days
- **And** the work is being done for non-domestic clients

The CDM Coordinator is responsible for ensuring the **Pre-construction Information Pack** is prepared so that prospective principal contractors can be fully aware of the project's health & safety and welfare requirements. It also helps the client assess the resources being allocated to health & safety and the competence of the principal contractor.

The contents tend to include:

- General description of the work, with key dates
- Client's considerations and requirements
- Significant design and construction hazards
- Environmental restrictions and existing on site risks
- The layout and format of the Health and Safety File

Use the **Pre-Construction Information Pack** included with **Health & Safety Xpert®** to help you prepare a comprehensive and detailed **Information Pack** for each job you carry out. Much of the information contained in an **Information Pack** is specific to the individual job and must therefore be carefully prepared for each separate project you carry out.

CONSTRUCTION PHASE HEALTH & SAFETY PLAN

The **Management of Health & Safety at Work Regulations 1999** clarifies what employers are required to do to manage health and safety under the **Health & Safety at Work Act 1974**. It applies the principal of prevention, through effective arrangements for health & safety (**planning, organization, monitoring & review**).

More specifically the **Construction (Design & Management) Regulations 2007** set out the requirement for a **Construction Phase Health & Safety Plan** under part 3.

Part 3 of CDM regulations applies to most common building, civil engineering and construction work. It does not cover house occupiers carrying out work on domestic properties.

Part 3 of CDM regulations applies to:

- All Construction work which lasts for more than 30 working days **or**
- All Construction work which lasts for more than 500 person days
- **And** the work is being done for non-domestic clients

It is a clients' responsibility to ensure that construction work does not take place until the principal contractor has prepared a satisfactory **Health & Safety Plan**.

Pre-construction information pack

The CDM Coordinator is responsible for ensuring the **pre-construction information pack** is prepared so that prospective principal contractors can be fully aware of the projects health & safety and welfare requirements. It also helps the client assess the resources being allocated to health & safety and the competence of the principal contractor.

The contents should include:

- General description of the work, with key dates
- Client's considerations and requirements
- Significant design and construction hazards
- Environmental restrictions and existing on site risks

Construction Stage Health & Safety Plan

The principal contractor must develop the **Health and Safety Plan** so that it addresses the specific issues of the project during construction. These include:

- How health and safety will be managed during construction to protect the health and safety of all persons at work or those affected by the operation
- How information will be passed to contractors and how their activities will be coordinated
- Contractors **risk assessments** and health & safety **method statements** for high hazard activities
- Information about **welfare** arrangements
- Common arrangements including site hoardings welfare and emergency requirements
- How consultation with workers will be coordinated
- Necessary health and safety **training** required for those working on the project
- Arrangements for delivery of plant and materials
- Arrangements for **monitoring** compliance with health and safety law
- Procedures for delivering the health and safety file

Use the **Health & Safety Plan** included with **Health & Safety Xpert®** to help you prepare a comprehensive and detailed **Health & Safety Plan** for each job you carry out. Much of the information contained in a **Health & Safety Plan** is specific to the individual job and must therefore be carefully prepared for each separate project you carry out.

PLANT INSPECTION RECORD

Under the **Health & Safety at Work Act 1974**, it states that one of an employer's main **duties** is to ensure **so far as reasonably practicable**, the health and safety at work of all their employees. This includes the **provision of safe plant** and systems of work.

The **Provision and Use of Work Equipment Regulations 1998** stipulates that where work equipment is exposed to conditions causing deterioration which is liable to result in dangerous situations it must be **inspected** at suitable intervals by a competent person. **Records** of inspections must be kept with sufficient information to properly identify the equipment, its normal location, dates, faults found, action taken, to whom faults were reported, who carried out the inspection.

Compliance is based on the following 3 criteria:

- It is in an efficient state
- It is in efficient working order
- It is in good repair

In addition, the **Lifting Operations & Lifting Equipment Regulations 1998** aims to reduce the risks to people's health and safety from lifting equipment provided for use at work (such as cranes on hire on a construction site, hoist or forklift truck). The regulations require that lifting equipment is:

- Strong and stable enough for the particular use and marked to indicate safe working loads
- Positioned and installed to minimize risks
- Used safely
- Subject to on-going examination and where appropriate, **inspected by competent people**.

Use the **Plant Inspection Record** to record the results of your plant inspections. The **Plant Inspection Record** should be completed each week for all plant on a site by a suitably qualified person. It must not be signed until any maintenance required that is indicated by the checklist included in the document has been carried out and confirmed as satisfactory by subsequent inspection. It is important to file these records so that they could be consulted by an inspector if necessary.

SITE SET UP CHECKLIST

The **Health & Safety at Work Act 1974** describes the general duties that employers have towards their employees and to members of the public:-

- The provision of safe plant and systems of work
- The safe use, handling, storage and transport of articles and substances
- The provision of any required information, instruction, training and supervision
- A safe place of work including access and egress
- A safe working environment with adequate welfare facilities

The **Construction (Design and Management) Regulations 2007** state that the employers must:

- Ensure a safe place of work
- Make people on site familiar with emergency procedures and test the procedures
- Provide sanitary and washing facilities with adequate supply of drinking water
- Provide accommodation for clothing and changing facilities
- Provide rest facilities

Use the **Site Set Up Checklist** included with **Health & Safety Xpert®** to check and record that you have adequately met these requirements before works commence. It is important to file these records so that they could be consulted by an inspector if necessary.

CONTRACTOR QUESTIONNAIRE

The **Management of Health & Safety at Work Regulations 1999** clarifies what employers are required to do to manage health and safety under the **Health & Safety at Work Act 1974**. It applies the principal of prevention, through effective arrangements for health & safety (**planning, organization, monitoring & review**).

More specifically under the **Construction (Design and Management) Regulations 2007**, the principal contractor is responsible for planning, managing and controlling health & safety during the construction phase of the project by:

- Developing and implementing the construction phase health & safety plan from the pre-tender info pack
- **Ensuring that competent and properly resourced subcontractors are used where necessary**
- Ensuring so far as reasonably practicable that all contractors comply with the rules laid down in the Health & Safety Plan
- Obtaining risk assessments & method statements from contractors
- Ensuring that workers have received adequate training
- Monitoring health & safety performance

Use the **Contractor Questionnaire** to ensure that the principle contractor and any other subcontractors have made adequate provision for health and safety and can provide documentary evidence of methods they use to implement their policies and procedures. It is important to file these records so that they could be consulted by an inspector if necessary

SITE RULES

The **Management of Health & Safety at Work Regulations 1999** clarifies what employers are required to do to manage health and safety under the **Health & Safety at Work Act 1974**. It applies the principal of prevention, through effective arrangements for health & safety (**planning, organization, monitoring & review**).

The **Health & Safety at Work Act 1974** describes the general duties that employers have towards their employees and to members of the public.

- The provision of safe plant and systems of work
- The safe use, handling, storage and transport of articles and substances
- The provision of any required information, instruction, training and supervision
- A safe place of work including access and egress
- A safe working environment with adequate welfare facilities

Information must be provided to staff on the risk assessment, risk controls, emergency procedures, the identity of people appointed to assist on health & safety matters. The information provided must take account the level of training, knowledge and experience of the employees.

The **Construction (Design and Management) Regulations 2007** state that the employers must:

- Ensure a safe place of work
- Make people on site familiar with emergency procedures and test the procedures
- Provide sanitary and washing facilities with adequate supply of drinking water
- Provide accommodation for clothing and changing facilities
- Provide rest facilities (including seating with backs)

Under the **Personal Protective equipment at Work [PPE] Regulations 1992 (Amended 1996)**, **every employer** shall ensure that **suitable PPE** (Personal Protective Equipment) is **provided to employees** who may be exposed to risks to their health & safety.

Use the **Site Rules** printout included with **Health & Safety Xpert®** to communicate the rules and principles of site Health & Safety and safe methods of work to your site personnel. The **Site Rules** are also a means of ensuring that site personnel use the PPE including head protection you have provided them with. You should communicate the **Site Rules** verbally and distributes written copies of them during the **Site Induction**. You should also display further copies of them around the site, including in the welfare facilities.

SITE INDUCTION

The **Health & Safety at Work Act 1974** describes the general duties that employers have towards their employees and to members of the public:

- The provision of safe plant and systems of work
- The safe use, handling, storage and transport of articles and substances
- The provision of any required information, instruction, training and supervision
- A safe place of work including access and egress
- A safe working environment with adequate welfare facilities

The **Construction (Design and Management) Regulations 2007** state that the employers must:

- Ensure a safe place of work
- Make people on site familiar with emergency procedures and test the procedures
- Provide sanitary and washing facilities with adequate supply of drinking water
- Provide accommodation for clothing and changing facilities
- Provide rest facilities

The **Provision and Use of Work Equipment Regulations 1998** states that persons who use work equipment must have adequate:

- Health & safety information
- Where appropriate, written instructions about the use of the equipment

The **Management of Health & Safety at Work Regulations 1999** state that information must be provided to staff on:

- Risk assessments
- Risk controls
- Emergency procedures
- The identity of people appointed to assist on health and safety matters
- Risks notified by others.

Use the **Site Induction** included with **Health & Safety Xpert®** as a guide for carrying out a thorough and adequate induction of all site personnel before they commence work. The **Site Induction** is the ideal framework within which to convey information, instructions and training regarding risk assessments, controls, site safety, safe methods and systems of work, welfare facilities, site rules, use of plant and equipment, Personal Protective Equipment (PPE), Control of Substances Hazardous to Health (COSHH), Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR), emergency procedures, personnel etc.

SITE INDUCTION REGISTER

The **Health & Safety at Work Act 1974** describes the general duties that employers have towards their employees and to members of the public:-

- The provision of safe plant and systems of work
- The safe use, handling, storage and transport of articles and substances
- The provision of any required information, instruction, training and supervision
- A safe place of work including access and egress
- A safe working environment with adequate welfare facilities

The **Construction (Design and Management) Regulations 2007** state that the employers must:

- Ensure a safe place of work
- Make people on site familiar with emergency procedures and test the procedures
- Provide sanitary and washing facilities with adequate supply of drinking water
- Provide accommodation for clothing and changing facilities
- Provide rest facilities

The **Management of Health & Safety at Work Regulations 1999** state that information must be provided to staff on:-

- Risk assessments
- Risk controls
- Emergency procedures
- The identity of people appointed to assist on health and safety matters
- Risks notified by others.

Use the **Site Induction Register** included with **Health & Safety Xpert®** to record who has attended a Site Induction. All site personnel should attend a Site Induction before they commence work in order to receive important information, instructions and training regarding site safety, safe methods and systems of work, welfare facilities, site rules, plant and equipment, Personal Protective Equipment (PPE), Control of Substances Hazardous to Health (COSHH), and Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) etc.

The **Site Induction Register** provides documentary evidence that a site induction has been carried out and that personnel attended it, understood it, have received a copy of the **Site Rules** and have agreed to abide by the policies, procedures, methods and rules of your company. It is important to file these records so that they could be consulted by an inspector if necessary.

SITE ATTENDANCE REGISTER

The **Construction (Design and Management) Regulations 2007** require that people are prevented from gaining access to unsafe workplaces and in addition stipulates that **only authorized people are allowed on site**.

Use the **Site Attendance Register** (also known as a **Visitors Register**), which requires that people sign in and out of site, to control access to the site. In addition to controlling access on site, the **Site Attendance Register** is a vital way of accounting for personnel should the site be evacuated in an emergency.

FIRE PLAN

Under the **Construction (Design and Management) Regulations 2007**, the main duty holders are employers, self-employed people and persons who control the way in which construction work is carried out. This includes in the event of fire & other emergencies.

These regulations ensure that:

- unobstructed, properly signed emergency routes and exits to a place of safety are provided
- appropriate **emergency procedures** with **designated people** are set up
- people on site are made familiar with procedures and test the procedures
- suitable signs to indicate the fire fighting equipment are provided

These regulations also specify that a **Health & Safety Plan** covering emergency procedures and other safety rules is created.

Use the **Fire Plan** printout included with **Health & Safety Xpert®** to help you create a suitable **Fire Plan** for your site. It details the measures that you will take to control the risk of fire on site and the responsibilities for ensuring that the measures are being implemented consistently and are adequate.

It is important to file these records so that they could be consulted by an inspector if necessary.

NOISE ASSESSMENT

Under the **Control of Noise at Work Regulations 2005**, employers are required to protect people from exposure to harmful noise. The main requirements apply when noise exposure is above certain action levels, which is ascertained through a detailed **risk assessment** called a **Noise Assessment**.

Use the **Noise Assessment** printout included in **Health & Safety Xpert®** to record the noise assessments you carry out and the measures you will take to protect people from exposure to harmful noise. It also provides recommendations for PPE. The Health & Safety Executive recommends an assessment is necessary in any situation where people have difficulty hearing one another when 2 metres apart.

Tasks requiring a **Noise Assessment** may include but are not limited to asphalt paving, blasting, carpentry, drilling/chipping/grinding/finishing concrete, crushing, driving crawler/tractor/dumper/excavator/grader/loader/roller/ wheeled tractor/wheeled loader, pouring, digging, scabbling, shovelling hardcore, guniting, shuttering, piling, sandblasting, re-inforcing and any other use of air-compressed tools. It is important to file these records so that they could be consulted by an inspector if necessary.

HEALTH & SAFETY AUDIT

The **Health & Safety at Work Act 1974** describes the general duties that employers have towards their employees and to members of the public.

- The health and safety of people at work
- Protection of other people affected by work activities
- The control of risks to health and safety from articles & substances at work
- The control of some atmospheric emissions

The employers' main **duties** are to ensure, **so far as reasonably practicable**, the health and safety and welfare at work of all their employees. In particular:

- The provision of safe plant and systems of work
- The safe use, handling, storage and transport of articles and substances
- The provision of any required information, instruction, training and supervision
- A safe place of work including access and egress
- A safe working environment with adequate welfare facilities

In addition, under the **Construction (Design and Management) Regulations 2007** it is stipulated that during the construction phase, health & safety performance must be monitored.

A **Health & Safety Audit** is normally carried out by an external auditor nominated by a suitably authorized person within your company or by someone from within your organization who is suitably competent.

Use the **Health & Safety Audit** included with **Health & Safety Xpert®** together with regular **Site Inspections** to monitor site health and safety and implement the principals of your **Company Health and Safety Policy**. It is important to file these records so that they could be consulted by an inspector if necessary.

SITE INSPECTION

The **Health & Safety at Work Act 1974** describes the general duties that employers have towards their employees and to members of the public.

- The health and safety of people at work
- Protection of other people affected by work activities
- The control of risks to health and safety from articles & substances at work
- The control of some atmospheric emissions

The employers' main **duties** are to ensure, **so far as reasonably practicable**, the health and safety and welfare at work of all their employees. In particular:

- The provision of safe plant and systems of work
- The safe use, handling, storage and transport of articles and substances
- The provision of any required information, instruction, training and supervision
- A safe place of work including access and egress
- A safe working environment with adequate welfare facilities

In addition, under the **Construction (Design and Management) Regulations 2007** it is stipulated that during the construction phase health & safety performance must be monitored.

Use the **Site Inspection** included with **Health & Safety Xpert®** to carry out regular inspections of your sites. Regular inspections are a good way to maintain high standards of site health and safety and ensure your **Company Health and Safety Policy** is being implemented on a daily basis. The **Site Inspection** document gives guidance as to the particular areas that should be regularly checked while walking around a site. Sites should be inspected daily (preferably at a different time each day) to ensure that standards are consistent. The results of the inspections and any appropriate correction action taken should be recorded and filed.

Similarly more detailed random **Health & Safety Audits** help monitor the ongoing site health and safety situation. It is important to file these records so that they could be consulted by an inspector if necessary.

The **Work at Height Regulations 2005** requires that work equipment for working at height must also comply with the applicable schedules of the regulations. This includes provision of correctly positioned guard rails, toe boards or other fall protection. The **Site Inspection** printout includes a section covering work at height. **If your equipment for work at height is found to be inadequate, you can be fined.**

PERMIT TO WORK ELECTRICALS

The purpose of **Electricity at Work Regulations 1989** is to ensure precautions are taken against the risk of death or personal injury from electricity at work.

Having identified risks in a **Risk Assessment**, systems must be designed to be of such construction as to prevent danger. The **assessment** must be done by a competent person and will normally be formalized into a specific **Permit to Work**, applicable to a particular task.

Method Statements need only be completed when there are unforeseen, unplanned or specialist activities on site which are not covered by relevant risk assessments. **Method Statements** are site-specific and can only be completed by a trained, experienced and competent person. **Method Statements** must be completed on site.

Where technical knowledge or experience is necessary to prevent danger, all persons must possess such knowledge or experience or be under appropriate supervision.

Duties are imposed on employers, self-employed and the employees. The particular duties on employees are intended to emphasize the level of responsibility which employees in the electrical trades and professions are expected to take on as part of their job.

Use the **Permit to Work Electricals** included with **Health & Safety Xpert®** to help you control hazardous work and authorise specific persons to undertake particular tasks in a designated area. The **Permit to Work** is designed to help you define the safety precautions to be taken depending on the nature of the work being performed and the hazards involved. You should use it to record the methods to be used and precautions to be taken which should be agreed to by all parties concerned beforehand and clearly stated on the **Permit to Work**. The **Permit to Work** must be signed off by all parties before any work commences. **Permits to Work** are only valid for specific short periods of time and therefore help you to monitor the ongoing use of suitable safe systems of work.

It is important to file these records so that they could be consulted by an inspector if necessary.

PERMIT TO WORK EXCAVATIONS

Under the **Confined Spaces Regulation 1997**, a **Risk Assessment** is an essential part of complying with these regulations and must be done (under the **Management of Health & Safety at Work Regulations 1999**) to determine a safe system of work for any excavation work.

The **Risk Assessment** should start with the measures both in design and procedures that can be adopted to enable any work to be carried out outside the excavation, where possible. The **assessment** must be done by a competent person and will normally be formalized into a specific **Permit to Work** (sometimes called a **Permit to Dig**), applicable to a particular task.

Method Statements need only be completed when there are unforeseen, unplanned or specialist activities on site which are not covered by relevant risk assessments. **Method Statements** are site-specific and can only be completed by a trained, experienced and competent person. **Method Statements** must be completed on site.

Notes:

Confined space means any space, including a chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or similar place by its virtue of its enclosed nature, where there arises a reasonably foreseeable specified risk. Specified risk means a risk to any person at work of:

- Serious injury arising from fire or explosion
- Loss of consciousness arising from an increase in body temperature
- Loss of consciousness or asphyxiation arising from gas, fume, vapor or lack of oxygen
- Drowning arising from an increase in the level of liquid
- Asphyxiation arising from a free flowing solid or because of entrapment by it

Use the **Permit to Work** included with **Health & Safety Xpert®** to help you control hazardous work and authorise specific persons to undertake particular tasks in a designated area. The **Permit to Work** is designed to help you define the safety precautions to be taken depending on the nature of the work being performed and the hazards involved. You should use it to record the methods to be used and precautions to be taken which should be agreed to by all parties concerned beforehand and clearly stated on the **Permit to Work**. The **Permit to Work** must be signed off by all parties before any work commences. **Permits to Work** are only valid for specific short periods of time and therefore help you to monitor the ongoing use of suitable safe systems of work.

It is important to file these records so that they could be consulted by an inspector if necessary.

PERMIT TO WORK ASBESTOS

The **Control of Asbestos at Work Regulations 2012*** require employers or the self-employed to prevent exposure at work to asbestos or, where this is not reasonably practicable, to ensure that exposure is kept as low as possible – and in any event below the control limit for asbestos. This regulation requires employers, or those in control of premises to:-

- Find out if there are any asbestos containing materials (ACM) in the premises, how much there is and its condition
- Produce and maintain records of the location of the ACM
- Ensure a competent person **assesses the risks** from ACMs
- Prepare a plan to show how the risks will be managed
- Carry out all work in accordance with **The Asbestos Essentials Task Guidance Sheets** downloadable from <http://www.hse.gov.uk>

For any work involving asbestos, including maintenance work that may disturb it, a **written plan of work (method statement)** must be drawn up before work starts following the **Risk Assessment**. This is then normally be formalized into a specific **Permit to Work for Works on or near Asbestos**, applicable to a particular task.

Employers must make sure their employees follow the plan of work as far as is reasonably practicable to do so. Where unacceptable risks to health and safety are discovered whilst work is in progress, any work affecting asbestos must be stopped except for that necessary to render suitable control and prevent further spread. The plan of work should identify procedures to adopt in the light of such emergencies.

A license from the HSE is required to carry out works unless:-

- Exposure is sporadic and of low intensity (i.e. not exceeding 0.6 fibres per cm³ over 10 minute period) **and**
- It is clear from the risk assessment that exposure will not exceed the control limit **and**
- The work involves:-
 - Short, non-continuous activities (e.g. 1 person not exceeding 1 hour per week or total time spent by all workers not exceeding 2 hours per week)
 - Removal of materials where fibres are firmly linked in a matrix (e.g. cement, decorative coatings, paints, bitumen, plastic, resin, vinyl tiles, electric cables, roofing felt, gaskets, washers, ropes and seals)
 - Encapsulation, sealing, air monitoring and sample collecting

Use the **Permit to Work Asbestos** included with **Health & Safety Xpert®** to help you control hazardous work and authorise specific persons to undertake particular tasks in a designated area. The **Permit to Work** is designed to help you define the safety precautions to be taken depending on the nature of the work being performed and the hazards involved. You should use it to record the methods to be used and precautions to be taken which should be agreed to by all parties concerned beforehand and clearly stated on the **Permit to Work**. The **Permit to Work** must be signed off by all parties before any work commences. **Permits to Work** are only valid for specific short periods of time and therefore help you to monitor the ongoing use of suitable safe systems of work.

It is important to file these records so that they could be consulted by an inspector if necessary.

* The Control of Asbestos Regulations 2012 link to external website came into force on 6 April 2012, updating previous asbestos regulations to take account of the European Commission's view that the UK had not fully implemented the EU Directive on exposure to asbestos (Directive 2009/148/EC).

In practice the changes are fairly limited. They mean that some types of non-licensed work with asbestos now have additional requirements, i.e. notification of work, medical surveillance and record keeping. All other requirements remain unchanged

PERMIT TO WORK CONFINED SPACES

Under the **Confined Spaces Regulation 1997** a **Risk Assessment** is an essential part of complying with these regulations and must be done (under the **Management of Health & Safety at Work Regulations 1999**) to determine a safe system of work.

The **Risk Assessment** should start with the measures both in design and procedures that can be adopted to enable any work to be carried out outside the confined space, where possible. The **assessment** must be done by a competent person and will normally be formalized into a specific **Permit to Work**, applicable to a particular task.

Method Statements need only be completed when there are unforeseen, unplanned or specialist activities on site which are not covered by relevant risk assessments. **Method Statements** are site-specific and can only be completed by a trained, experienced and competent person.

Notes:

Confined space means any space, including a chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or similar place by its virtue of its enclosed nature, where there arises a reasonably foreseeable specified risk. Specified risk means a risk to any person at work of:

- Serious injury arising from fire or explosion
- Loss of consciousness arising from an increase in body temperature
- Loss of consciousness or asphyxiation arising from gas, fume, vapor or lack of oxygen
- Drowning arising from an increase in the level of liquid
- Asphyxiation arising from a free flowing solid or because of entrapment by it

Use the **Permit to Work Confined Spaces** included with **Health & Safety Xpert®** to help you control hazardous work and authorise specific persons to undertake particular tasks in a designated area. The **Permit to Work** is designed to help you define the safety precautions to be taken depending on the nature of the work being performed and the hazards involved. You should use it to record the methods to be used and precautions to be taken which should be agreed to by all parties concerned beforehand and clearly stated on the **Permit to Work**. The **Permit to Work** must be signed off by all parties before any work commences. **Permits to Work** are only valid for specific short periods of time and therefore help you to monitor the ongoing use of suitable safe systems of work.

It is important to file these records so that they could be consulted by an inspector if necessary.

PERMIT TO WORK AT HEIGHTS

Under the **Work at Height Regulations 2005**, a **Risk Assessment** is an essential part of complying with these regulations and must be done (under the **Management of Health & Safety at Work Regulations 1999**) to determine a safe system of work .

Method Statements need only be completed when there are unforeseen, unplanned or specialist activities on site which are not covered by relevant risk assessments. **Method Statements** are site-specific and can only be completed by a trained, experienced and competent person.

The regulations require arrangements to be in place for:

- Eliminating or minimizing risks from working at height
- Safe systems of work for organizing and performing work at height
- Safe systems for selecting suitable work equipment at height
- Safe systems for protecting people from the consequences of work at height

The **assessment** must be done by a competent person and will normally be formalized into a specific **Permit to Work**, applicable to a particular task.

All people involved in work at height activity including planning, organizing and supervising must be competent for such work, or if being trained, under competent supervision.

The work equipment specified in the **Method Statement** and associated **Permit to Work** must also comply with the applicable schedules of the regulations including provision of correctly positioned guard rails, toe boards or other fall protection. **If your equipment for work at height is found to be inadequate, you can be fined.**

Use the **Permit to Work at Heights** included with **Health & Safety Xpert®** to help you control hazardous work and authorise specific persons to undertake particular tasks in a designated area. The **Permit to Work** is designed to help you define the safety precautions to be taken depending on the nature of the work being performed and the hazards involved. You should use it to record the methods to be used and precautions to be taken which should be agreed to by all parties concerned beforehand and clearly stated on the **Permit to Work**. The **Permit to Work** must be signed off by all parties before any work commences. **Permits to Work** are only valid for specific short periods of time and therefore help you to monitor the ongoing use of suitable safe systems of work.

It is important to file these records so that they could be consulted by an inspector if necessary.

HOT WORKS PERMIT

Under The **Construction (Design and Management) Regulations 2007** the main duty holders are employers, self-employed and persons who control the way in which construction work is carried out. This includes taking steps to prevent and control emergencies (regulations 39, 40, 41) including the following measures :-

- Prevent risk from fire, explosion, flooding and asphyxiation;
- Provide emergency routes and exits;
- Make arrangements for dealing with emergencies, including procedures for evacuating the site;
- Where necessary, provide fire-fighting equipment, fire detectors and alarm systems.

Use the **Hot Works Permit (Permit to Work)** included with **Health & Safety Xpert®** to help you control hazardous work and authorise only specific persons to undertake particular tasks in a designated area. The **Permit to Work** is designed to help you define the safety precautions to be taken depending on the nature of the work being performed and the hazards involved. You should use it to record the methods to be used and precautions to be taken which should be agreed to by all parties concerned beforehand and clearly stated on the **Permit to Work**. The **Permit to Work** must be signed off by all parties before any work commences. **Permits to Work** are only valid for specific short periods of time and therefore help you to monitor the ongoing use of suitable safe systems of work.

It is important to file these records so that they could be consulted by an inspector if necessary.

PERMIT REGISTER

Please refer to the specific sections for each type of **Permit to Work** for information about what regulations require you to use them.

Use the **Permit to Work Register** included with **Health & Safety Xpert®** as part of your **Permit to Work** system to help you control hazardous work and authorise only specific persons to undertake particular tasks in a designated area. The **Permit to Work** is designed to help you define the safety precautions to be taken depending on the nature of the work being performed and the hazards involved. You should use it to record the methods to be used and precautions to be taken which should be agreed to by all parties concerned beforehand and clearly stated on the **Permit to Work**. The **Permit to Work** must be signed off by all parties before any work commences. **Permits to Work** are only valid for specific short periods of time and therefore help you to monitor the ongoing use of suitable safe systems of work.

Use the **Permit Register** to record all **Permits to Work** that are issued for a contract, indicating the works for which the Permit was requested and the period of validity.

EXCAVATION PRE-WORKS INSPECTION

Under the **Construction (Design and Management) Regulations 2007**, it is stipulated that excavations must be safe. It requires the employer to:

- Ensure that excavations do not accidentally collapse
- Prevent, so far as is reasonably practicable, a person from being buried or trapped by a fall of material
- Support, so far as is reasonably practicable, the sides, roof or adjacent area to prevent a collapse
- Provide **suitable and sufficient equipment** to support the excavation
- Work on supports for an excavation only under **competent supervision**
- Stop any person vehicle or equipment being near to an excavation where it is likely to cause collapse
- Prevent any risk so far as is reasonably practicable, of injury from underground cables or services
- Prevent persons, vehicle or plant, equipment or any accumulation of material falling into the excavation

Use the **Excavation Pre-Works Inspection** included with **Health & Safety Xpert®** to record inspections of excavations before work commences inside them and any remedial action required. Excavations must be inspected before works commence and also daily during excavation works.

It is important to file these records so that they could be consulted by an inspector if necessary.

EXCAVATION INSPECTION RECORD

Under the **Construction (Design and Management) Regulations 2007**, it is stipulated that excavations must be safe. It requires the employer to:

- Ensure that excavations do not accidentally collapse
- Prevent, so far as is reasonably practicable, a person from being buried or trapped by a fall of material
- Support, so far as is reasonably practicable, the sides, roof or adjacent area to prevent a collapse
- Provide **suitable and sufficient equipment** to support the excavation
- Work on supports for an excavation only under **competent supervision**
- Stop any person vehicle or equipment being near to an excavation where it is likely to cause collapse
- Prevent any risk so far as is reasonably practicable, of injury from underground cables or services
- Prevent persons, vehicle or plant, equipment or any accumulation of material falling into the excavation

Use the **Excavation Inspection Record** included with **Health & Safety Xpert®** to record inspections of excavations and any remedial action required. Excavations must be inspected before works commence and also daily during excavation works. Additional inspections are required after any event that may have affected the stability of an excavation or after any accidental fall of rock, earth or other material. Work should not commence/continue in an excavation until any remedial action required has been carried out and re-inspected.

It is important to file these records so that they could be consulted by an inspector if necessary.

SCAFFOLDING INSPECTION RECORD

The **Work at Height Regulations 2005** requires regular inspection of scaffolding equipment at suitable intervals which is **recorded** and retained until the next inspection is due.

In addition, the **Provision and Use of Work Equipment Regulations 1998** stipulates that where work equipment is exposed to conditions causing deterioration which is liable to result in dangerous situations it must be **inspected** at suitable intervals by a competent person. **Records** of inspections must be kept with sufficient information to properly identify the equipment, its normal location, dates, faults found, action taken, to whom faults were reported, who carried out the inspection.

Compliance is based on the following 3 criteria:

- It is in an efficient state
- It is in efficient working order
- It is in good repair

Use the **Scaffolding Inspection Record** included with **Health & Safety Xpert®** to check and record the condition of all scaffolding on site and any action taken. A suitably trained, qualified and competent person should carry out at least weekly inspections of all scaffolds. Scaffolds must also be inspected before first use. Scaffolds must also be re-inspected following high winds, adverse weather conditions, substantial addition, dismantling or alteration and after any other event that may have affected strength of stability. The scaffold must not be used until remedial action required has been carried out and re-inspected. It is important to file these records so that they could be consulted by an inspector if necessary.

SCAFFOLDING HANDOVER CERTIFICATE

The **Health & Safety at Work Act 1974** requires anyone erecting or installing an article for use at work to ensure, so far as is reasonably practicable, that it is erected or installed in such a way that it will be safe and without health risk to the user.

The **Scaffolding Handover Certificate** included with **Health & Safety Xpert®** should be completed and signed by the **competent scaffolding contractor** carrying out the work to signify that the structure has been erected to comply with the **Work at Height Regulations 2005**, current BS/EN Standards and, if applicable, any special design requirements.

It is important to file these records so that they could be consulted by an inspector if necessary.

HARNESS INSPECTION RECORD

The **Work at Height Regulations 2005** requires regular inspection of equipment at suitable intervals which is **recorded** and retained until the next inspection is due.

In addition, the **Provision and Use of Work Equipment Regulations 1998** stipulates that where work equipment is exposed to conditions causing deterioration which is liable to result in dangerous situations it must be **inspected** at suitable intervals by a competent person. **Records** of inspections must be kept with sufficient information to properly identify the equipment, its normal location, dates, faults found, action taken, to whom faults were reported, who carried out the inspection.

Compliance is based on the following 3 criteria:

- It is in an efficient state
- It is in efficient working order
- It is in good repair

Use the **Harness Inspection Record** included with **Health & Safety Xpert®** to inspect and record the results of your inspections. It is important to file these records so that they could be consulted by an inspector if necessary.

LIFTING EQUIPMENT INSPECTION RECORD

Under the **Health & Safety at Work Act 1974**, it states that one of an employer's main **duties** is to ensure **so far as reasonably practicable**, the health and safety at work of all their employees. This includes the **provision of safe plant** and systems of work.

The **Lifting Operations & Lifting Equipment Regulations 1998** aims to reduce the risks to people's health and safety from lifting equipment provided for use at work (such as cranes on hire on a construction site, hoist or forklift truck). The regulations require that lifting equipment is:

- Strong and stable enough for the particular use and marked to indicate safe working loads
- Positioned and installed to minimize risks
- Used safely
- Subject to on-going examination and where appropriate, **inspected by competent people**

In addition, the **Provision and Use of Work Equipment Regulations 1998** stipulates that where work equipment is exposed to conditions causing deterioration which is liable to result in dangerous situations it must be **inspected** at suitable intervals by a competent person. **Records** of inspections must be kept with sufficient information to properly identify the equipment, its normal location, dates, faults found, action taken, to whom faults were reported, who carried out the inspection.

Compliance is based on the following 3 criteria:

- It is in an efficient state
- It is in efficient working order
- It is in good repair

Use the **Lifting Equipment Inspection Record** included with **Health & Safety Xpert®** to inspect and record the outcomes of your inspections. It is important to file these records so that they could be consulted by an inspector if necessary.

TERMS & CONDITIONS

TERMS & CONDITIONS FOR HEALTH & SAFETY XPERT®

HEALTH AND SAFETY XPERT® - TERMS & CONDITIONS FOR ALL VERSIONS

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Health & Safety Xpert® Total Toolkit edition

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House Builder XL Limited
3 Portland Square
Pritchard Street
Bristol
BS2 8RH

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Should the user advise HBXL, prior to the anniversary date of the renewal, that they do not wish to renew their Support & Updates subscription, then no further renewal fees will be due, and the user's access to technical support, and all software upgrades will cease on the anniversary of the payment of the last subscription.

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Technical support for Health & Safety Xpert® is available upon software registration by E-mail via support@hbxl.co.uk or by telephone on 0845 1234 085 with a valid Health & Safety Xpert® Support & Updates subscription. Please also view our website www.hbxl.co.uk for further information on telephone technical support options and training.

Telephone support is normally provided between the hours of 9:00am and 5:30 pm Monday through to Friday (excluding Bank and other public holidays). The Company will use its reasonable endeavours to deal with telephone enquiries as soon as possible.

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The Limited Warranty is included in the cost of the software. House Builder XL Limited, (The Company) warrants that Health & Safety Xpert® will perform substantially in accordance with the accompanying written materials for a period of ninety (90) days from the date of receipt.

Health & Safety Xpert® is one product in a range of products available from the Company and whilst the Company makes every reasonable effort to ensure that their products are compatible and will interface with each other, no warranty is given in this respect and by accepting this licence in Health & Safety Xpert® it is on the basis that its functionality will only be as a stand alone product.

Customer Remedies

The Company and its suppliers entire liability and your exclusive remedy shall be, at The Company's option, either (a) return of the price paid, or (b) repair or replacement of Health & Safety Xpert® that does not meet this Limited Warranty and which is returned to The Company with a copy of the receipt. This Limited Warranty is void if failure has resulted from accident, abuse or misapplication. Any replacement software will be warranted for the remainder of the original warranty period or thirty (30) days, whichever is longer.

No Other Warranties

To the maximum extent permitted by applicable law, The Company and its suppliers disclaim all other representations, warranties, conditions or other terms, either expressed or implied, including, but not limited to implied warranties and/or conditions of merchantability and fitness for a particular purpose, with regard to Health & Safety Xpert®, and any accompanying written materials. This Limited Warranty gives you specific legal rights.

Limitations of Liability

YOUR ATTENTION IS IN PARTICULAR DRAWN TO THESE PROVISIONS FOR LIMITATIONS OF LIABILITY.

Health and Safety Xpert® is a specialist software product for use by professionals and as such users should apply their professional skill and judgement in assessing outcomes from the application of Health and Safety Xpert® to a project and the Company accepts no liability with regard to errors or omissions that would be reasonably foreseeable to such a user.

Notwithstanding any other provision of these terms and to the maximum extent permitted by applicable law, in no event shall The Company or its suppliers be liable for any damages whatsoever (including without limitation, direct or indirect damages for personal injury, loss of business profits, business interruption, loss of goodwill, loss of business information, pecuniary loss, special, incidental or consequential loss) arising out of the use of failure of or inability to use this product, even if The Company has been advised of such damages. In any case, The Company and its suppliers' entire liability under any provision of this agreement shall be limited to the amount actually paid by you for the software or £1,000,000 (being the extent of or the Company's insurance cover) whichever is the lesser.

You acknowledge that the nature of Health & Safety Xpert® is that it provides you with a precedent bank of documentation and services to help meet a business's obligations under health and safety requirements in the house building sector and as such is a generic product for which you shall be solely responsible for adapting documents procedures and recommendations to meet the specific requirements of your own health and safety needs for your specific project(s) and you hereby accept that the Company shall have no liability or responsibility insofar as Health & Safety Xpert® is applied by you to your business's health and safety needs in an inappropriate way.

Nothing in these terms shall limit the Company's liability for death or personal injury caused by the Company or any of its employees' or agents' negligence.

The Company gives no warranty or service level commitment as regards technical support notwithstanding the generality of the above provisions.

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This is the only and entire agreement between you and in relation to Health & Safety Xpert®. It cannot and shall not be capable of modification unless in writing and signed by you and an authorised officer of House Builder XL Limited.

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