

Safety & Access Limited

Dabell Avenue, Blenheim Industrial Estate, Bulwell, Nottingham NG6 8WA

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Issue Status: 11

Issue Date: 2015

Created by: RJ

Approved: RS

Initial & Annual Review Audit

Client (Co number)	ASW scaffolding ltd.
Address:	Unit 8b Neath Vale supplier park Resolven, South Wales, SA11 4SR
Tel/Fax Numbers:	01639 711166
Contact Name(s): & Email Addresses	Carl Hendy (MD) (07976 250920) David Pearson (contract manager) (07709 286932)
Audit Date:	18/05/2018
Auditors Name & Position:	Nigel Kotula – Health and safety consultant / trainer
Client's Representative:	David Pearson
Overview of business:	----- Commenced trading 2013 as Carl Hendy ltd. (Co no. 8525010) Tube and fitting type materials Haki type stair towers (hired in) Alloy beams Metal ladders, trap doors and ladder gates 1 x pick up truck 3 x 7.5t lorry, 1 x 10 t lorry, 2 x 15t lorry Heritage works, rail track works, domestic, council works, EWI works,

<i>Item</i>	<i>Question</i>	<i>Findings</i>	<i>Recommendation</i>
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Corrective & Preventative Action			
Ref.	Findings	Recommendation	To be completed by:
1.	All issues raised on previous audit closed out		
2.			
3.			
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11.			

Traffic Light System on this audit as follows:



?? - Good practice in place





?? - Room for improvement to achieve "best practice"






?? - Breach of regulation or key code of practice




Item	Question	Findings	Recommendation
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None N/A or Info only





1.0	Policy		
1.1	Health & Safety Policy Document		
1.1.1	Do you have a health and safety policy as required by Section 2(3) of the Health and Safety at Work Act that includes a Policy Statement, Organisation and Arrangements?	A policy is in place that complies with the HASAWA. The document includes a policy statement, organisation and arrangements. Policy is expected for renewal August 2018	 This has been formatted by Safety and Access ltd. August 2017 and signed by Carl Hendy.
1.1.2	Is a Director/Proprietor identified as having ultimate or primary responsibility for health and safety?	A director proprietor Carl Hendy is identified as having primary responsibility for Health & Safety.	As 1.1.1
1.1.3	Are basic responsibilities for health and safety identified?	Basic responsibilities are identified.	As 1.1.1
1.1.4	Do the arrangements for health and safety reflect the nature of the business?	Arrangements for H&S reflect the nature of the business.	As 1.1.1
1.1.5	How has/is the current policy communicated to employees and new starters?	The policy is communicated to staff and employees at the induction stage. A copy of the policy can be obtained	As 1.1.1
1.2	Procedures, Instructions, Standards etc...		
1.2.1	Does the policy identify how the policy and other formal safety documents (performance standards) are maintained up to date and by whom?	Policy documents and other documents are maintained up to date electronically by Carl Hendy Contracts of employment for scaffolders which are very good and include job specification	 As 1.1.1





Item	Question	Findings		Recommendation
1.3	Safety Management System			
1.3.1	Has the Company developed the Policy etc into a safety management system, if so what specification has it been developed to?	A safety management is in place within the business. This was found to be very good and specific to industry		As 1.1.1
1.3.2	Is the safety management system accredited by a third party organisation to a recognised specification (e.g. OHSAS 18001, NASC, CHAS etc)?	CHAS September 2018 Construction line June 2018 Scaffold association June 2018 RISQS (rail track) February 2019 All certificates displayed on notice board		S&A can assist with 18001 implementation.
1.3.3	Is the safety management system integrated with other management systems (i.e. ISO 9001 or ISO 14001)?	The management system is not integrated to ISO 9001 or 14001 Internal QMS		S&A can assist with 9001 implementation.
1.3.4	What standards do the Company keep copies of to ensure compliance with industry standards (eg: Regs, TG20, SG4, Client spec etc)	The Company have the following essential standards all of which were seen: NASC SG4:15 NASC TG4:04 NASC TG 20:13 The Company also has access to the full range of NASC Safety, Technical and Contract guidance notes.		-ASW are due for their NASC application audit 23/05/2018







Item	Question	Findings		Recommendation
2.	Organisation			
2.1	Competence			
2.1.1	How does the Company get competent advice on health and safety matters, as required by Regulation 7 of the Management of Health & Safety at Work Regulations?	The business gets competent Health & Safety advice from Safety & Access Ltd as Retained Service clients. They also receive advice from 4rail consultants for all rail works		
2.1.2	How are training needs identified?	Training needs are identified by monitoring files and records David Pearson and Carl Hendy or via a training matrix.		S&A Training Matrix formats available
2.1.3	Does the organisation demonstrate commitment to the CISRS scheme for Scaffolders?	The company does provide a commitment to CISRS Training for Tube & Fitting and System (what type) Scaffolding. 2 Managers 2 Supervisors 16 Scaffolding Operatives split: 4 CISRS Labourers (all COTS) 1 CISRS Trainee Scaffolders 5 CISRS Scaffolders 4 CISRS Advanced Scaffolders 2 NO CISRS cards 1x yard labour 1 x labourer awaiting COTS The Company has 16 Scaffolding Operatives at the time of the Audit 100% of which are directly employed (NASC Minimum is 75%)		S&A can provide CISRS training. Sarah Cockell to contact




Item	Question	Findings		Recommendation
		<p>Company has 90% of Operatives with a CISRS card (NASC Minimum is 90%)</p> <p>Company has 57% of Operatives as a CISRS Scaffolder or Advanced Scaffolder (NASC Minimum is 50%)</p>		
2.1.4	What arrangements are in place for induction training?	<p>The business has an induction checklist to be completed with the employee when starting work</p> <p>A company pack is issued to all new starters which is signed for as read and understood.</p>		S&A Format available
2.1.5	Have line-management received any form of safety management training?	<p>Management have received safety training</p> <p>Carl – NEBOSH and other relevant H&S certificates</p> <p>David has CISRS advanced scaffolder card, SMSTS,</p> <p>2 x supervisor /Advance scaffolders have occupational supervisory certificates</p> <p>SMSTS and IOSH certificate</p>		S&A can provide CISRS Supervisors Course, SSSTS course or IOSH Safety for Senior Executives.
2.1.6	How do you ensure levels of health & safety awareness are increased and maintained? (Toolbox Talks etc	<p>Toolbox Talks are regularly delivered to the work force</p> <p>This is carried out by their external safety advisor on his visits</p>		S&A Toolbox Talk pack is available


Item	Question	Findings		Recommendation
2.2	Control			
2.2.1	Describe the arrangements in place to ensure Supervisory control of your operations, considering the nature of the business?	Supervisors visit sites on a regular basis and ensure that safe working and adherence with Risk Assessment and Method Statement is in place.		
2.2.2	Does there appear to be adequate supervisory resources? (Ratios of supervision to labour)	The Company has 2 Manager, 2 Supervisors and 14 Scaffolding Operatives working on various sites, supervision levels are therefore considered good		
2.2.3	Has formal disciplinary action ever been taken against an employee for health and safety related issues with the Company?	Formal disciplinary action has been taken against an employee.		
2.2.6	What arrangements are made for the control and co-ordination of Sub-Contractors? E.g. <ul style="list-style-type: none"> <input type="checkbox"/> Vetting & selection <input type="checkbox"/> Contract (clear & unambiguous expectations of performance) <input type="checkbox"/> Supervision/monitoring <input type="checkbox"/> Assessment of performance 	The company does not sub contract work. A sub contractor assessment questionnaire is issued to SC prior to work.		S&A Format for sub contract questionnaire available.






Item	Question	Findings		Recommendation
2.3	Communication			
2.3.1	How do you ensure effective communication of work instructions, particularly all job-specific preventative and protective measures?	Supervision communicate Risk Assessment and Method Statement etc requirements to site employees. This is carried out verbally by manager on all works . a written instruction is issued to all operatives/ teams which they must sign as read and understood		
2.3.2	What evidence of formal communication of essential health & safety information is retained? (RAMS/TBT)	Employees are required to sign for RAMS to demonstrate receipt and understanding.		
2.4	Co-operation			
2.4.1	How do you demonstrate consultation with employees on health and safety matters?	Toolbox Talks and staff meetings are held to support communication with staff, in addition to the safety briefs carried out by the external safety advisor TBT Safety hand books Compliant sheets Tick box risk assessment		
2.4.2	Do you solicit the opinion of employees before instigating change or identify opportunities for improvement? (TBT / Meetings, safety committee)	The company does solicit the opinions of staff before introducing new equipment and systems etc.		



Item	Question	Findings		Recommendation
3.0	Planning & Implementation			
3.1	Risk Assessment & Method Statements			
3.1.1	How do you ensure suitable and sufficient assessment of the risks to health and safety of employees and others, as required by Regulation 3 of the Management of Health and Safety at Work Regulations?	Risk assessments and method statements are compiled and issued to site employees prior to starting work. These are signed onto by all operatives		
3.1.2	How do you ensure risk assessments remain dynamic and relevant? (E.g. new or unforeseen hazards identified, changing environment/conditions, variation management, new statutory requirements, improved practices etc...)	Employees will inform supervision of any changes to the scope of the work and a revised RAMS will be produced, where appropriate.		
3.1.3	Who carries out risk assessments and prepares method statements and how are they deemed competent?	Management (carl – NEBOSH) and supervision undertakes RAMS, experience and attendance of a relevant course (what) demonstrates competence.		
3.1.4	Review examples of risk assessments and method statements?	Risk assessments and Method Statements re suitable for the work practices and demonstrate initial and residual risk. The format used are Safety and Access format		S&A formats available and rescue plans.








Item	Question	Findings		Recommendation
3.2	Preventing Falls			
3.2.1	Have Scaffolding Operatives been issued with suitable fall arrest equipment?	Yes. Harness set and scaffold step issued		
3.2.2	How do you ensure that fall arrest equipment (incl Scaffoldstep) is maintained in good order?	Fall Arrest Equipment is thoroughly examined within every three months. Daily checks carried out by all operatives. Each individual has a harness file within his file		
3.2.3	Have Scaffolding Operatives received training covering the National Access and Scaffolding Confederation's (NASC) safety guidance note SG4 including Collective Fall Prevention?	Yes. Via CISRS training and refresher training. Tool box talks carried out by Safety and Access advisor		S&A can provide this and Collective Fall Prevention (Scaffoldstep & Fast Guard) Includes TG20 overview.
3.2.4	Have line-management received the above training (item 3.3.3)?	Yes.		As above
3.2.5	Have personnel been appointed and trained to undertake formal inspections of fall arrest equipment?	Yes. NK has carried out training for both David and Carl		
3.3	Scaffold Material Control			
3.3.1	What arrangements are in place to ensure the systematic inspection and servicing of materials to ensure they are maintained in good order? (Quarantine)	Materials are inspected at yard and by scaffolders before use Also inspected upon return to yard. Equipment is designated "fit for use", "awaiting inspection" or "do not use" Signs, barriers areas. Yard found to be in very good order throughout		




Item	Question	Findings		Recommendation
3.4	Mobile Plant, Vehicles & Transport			
3.4.1	How do ensure that mobile plant (what type) is only used by trained and appointed persons?	The company does not have a fork lift. The company adjoining premises carry out any lifts for ASW. This is done by a qualified fork lift driver		S&A Can provide IPAF and other training on MEWPs.
3.4.2	What arrangements are in place to ensure that mobile plant equipment and transport is maintained in good order?	N/A		
3.5	Mobile Elevating Work Platforms (MEWP's)			
3.5.1	Are MEWP operators trained and appointed? If so what is the training standard? (IPAF)	N/A		S&A Can provide IPAF and other training on MEWPs.
3.6	Portable Electrical Equipment			
3.6.1	Is a register of Portable Appliances Maintained?	Yes. Expiry July 2018		
3.6.2	Is testing undertaken at suitable a frequency? (3 Months Site/Yard & 12 Months Office etc)	Yes.		
3.6.3	Has 5 year building electrical test been carried out?	Unknown as property is owned by landlord		





Item	Question	Findings	Recommendation
3.7	Machinery Guarding		
3.7.1	Are dangerous moving parts suitably guarded as required by Regulation 14 of the Provision and Use of Work Equipment Regulations?	Cutting machine under very secure control	
3.7.2	Are machine operators appointed and trained?	Only competent person permitted to use saw	
3.7.3	Are all fixed appliance capable of being isolated and fitted with suitable emergency stops?	N/A	
3.8	Lifting Operations & Equipment		
3.8.1	How are lifting operations controlled?	Most lifting is carried out by clients on site who supply the machine, operator and all inspections.	S&A format is available.
3.8.2	Is lifting equipment examined and inspected in accordance with the Lifting Operations and Lifting Equipment Regulations, with suitable records maintained? (Ropes 6 Monthly and Gin Wheels 12 Monthly etc) Forklift	Any gin wheels owned by the company are scrapped after twelve months replaced by new with relevant certificates	





Item	Question	Findings		Recommendation
3.9	Manual Handling			
3.9.1	Have manual handling risk assessments been undertaken in accordance with the Manual Handling Operations Regulations?	Yes, generally as part of RAMS. Additional awareness training carried out by external safety advisor		Consider use of a TILE (Task, Individual, Load, Environment) scaffolding specific risk assessment.
3.9.2	Have all operatives received training in correct kinetic handling?	Yes, via CISRS Course etc.		Consider use of the NASC Toolbox talk (with hand out booklet) and DVD on manual handling in the Scaffolding Industry for refresher training.
3.10	Hazardous Substances			
3.10.1	Have risk assessments been undertaken for hazardous substances used or created as required by the Control of Substances Hazardous to Health Regulations (COSHH)?	Yes. Generic assessments for releasing oil, DERV etc. All relevant assessment issued by S&A		S&A formats are available
3.11	Asbestos at Work			
3.11.1	Does the Company provide access for the purpose of asbestos removal where it is foreseeable that asbestos may be disturbed, if so do they have an asbestos ancillary licence?	The company does not undertake work with or near to areas containing asbestos materials or work with asbestos removal companies, and does not have an asbestos licence		S&A can provide advice
3.11.2	Have any training arrangements been made to raise the Scaffolders awareness of the dangers of asbestos if working at premises where they will be working in proximity to asbestos containing materials? (Non licensed work)	Yes. General Asbestos Awareness training is delivered to employees working in the vicinity of asbestos materials. This has been carried out online with UKATA certificates issued		S&A can provide General Asbestos Awareness training







Item	Question	Findings		Recommendation
3.12	Noise			
3.12.1	What measures have been undertaken to ensure compliance with the requirements of the Noise at Work Regulations?	NASC / HSE Noise guidance.		
3.13	Vibration			
3.13.1	What measures have been undertaken to minimise the risk form vibration and associated ill health (HAVS)?	NASC / HSE HAVS guidance.		
3.14	Health Surveillance & Screening			
3.14.1	Having any requirements for health surveillance been identified (e.g. COSHH, asbestos, radiation, lead etc...) if so how is this managed?	Medicals carried out for PTS training Drugs and alcohol tests Fatigue testing Carried out by external medical practitioner		
3.14.2	How are new employees vetted to ensure they are physically capable and do not have any inherent injuries or ill health that may affect their own health and safety or that of others?	A medical questionnaire is issued to new starters for completion. This is vetted by management. With doctors details and signed by operative		S&A Format is available
3.14.3	Do you carry out any other form of medical checks or health screening (e.g. drivers, general health monitoring etc.)?	Only for HGV drivers		





Item	Question	Findings		Recommendation
3.15	Scaffold Design			
3.15.1	How do you identify when design input is required?	TG20 guidelines.		
3.15.2	When identified who carries out design engineering and how have you established their competence?	Scaffolding computer design which are a scaffolding design consultancy from Pembroke		
3.15.3	How do you ensure that structures are erected in accordance with design?	Monitored by Dave Pearson		
3.15.4	How do you control drawings and supporting calculations, particularly any revisions?	Drawings are maintained at the office and issued to site		
3.15.5	How are variations form the original design managed?	Revisions are stored and managed, as above.		
3.15.6	What special arrangements are made for commissioning designed structures?	Inspected by Supervisor/Advanced Scaffolder (Dave Pearson) advanced scaffold inspector		S&A can provide initial inspection etc.
3.16	Scaffold Inspection, Commissioning & Handover			
3.16.1	Who carries out the commissioning inspection and how are they deemed competent?	David Pearson carried out all inspections		S&A can provide initial inspection etc.
3.16.2	Is a formal handing over certificate completed and is it suitable?	Yes.		S&A Format available

Item	Question	Findings		Recommendation
3.16.3	What arrangements are made for undertaking statutory scaffold inspections as required by the Work at Height Regulations?	Undertaken by nominated competent person when requested by client. Good report form used		S&A can provide weekly inspection etc.
3.17 Scaffold Anchor Testing				
3.17.1	What arrangements are made for proof testing scaffold anchors?	External company carry out testing when required		S&A can provide testing etc.
3.17.2	How are pullout test results recorded and communicated to the scaffolding Client?	N/A		S&A Format is available.
3.17.3	Is the pullout-testing device calibrated?	N/A		
3.17.4	What is the Company's preferred method/type of masonry anchor and have Operatives received manufacturers training?	Excalibur type (Tiger bolts)		
3.18 Personal Protective Equipment				
3.18.1	What arrangements are in place for the selection, issue, storage and maintenance of PPE? Record keeping.	PPE is issued from the office to all employees, as appropriate. Employees are required to sign for certain PPE		

Item	Question	Findings		Recommendation
3.19	First Aid & Emergency Arrangements			
3.19.1	Has a fire and emergency risk assessment (as required by The Regulatory Reform Fire Safety Order 2006) been undertaken for all premises owned and controlled by the Company?	Yes.		
3.19.2	What first aid and fire fighting equipment is provided?	FA Box and Fire Extinguishers are available. 1 st aid in office is very well supplied 1 st aid boxes in all vehicles		
3.19.3	What arrangements are in place for appointed and trained First Aiders in accordance with the First Aide at Work (Health & Safety) Regulations?	Generally, appointed person for site work and FA for office/yard. The company have 6 x operatives trained		
3.19.4	What arrangements have been made for fire provisions, including trained and appointed persons, and maintenance of equipment, drills and exercises etc...?	Fire wardens have not been appointed		S&A Fire Risk Assessment format is available.
3.20	Welfare Facilities			
3.20.1	What arrangements are made for the provision of welfare facilities in accordance with the Workplace (Health, Safety & Welfare) Regulations?	Welfare facilities are in place at office/yard. Toilets seen also kitchen satisfactory Site welfare generally in conjunction with client.		
3.21	Smoking at Work			
3.21.1	Does the Company have a smoking policy to protect employees form the discomfort of tobacco smoke?	Yes.		

Item	Question	Findings		Recommendation
3.22	Drugs & Alcohol at Work			
3.22.1	Has the Company made arrangements for drugs and alcohol at work (illegal and prescribed)?	Yes.		S&A Format available
3.23	Young Persons at Work (Under 18 yrs)			
3.23.1	What arrangements are made for young persons under the age of eighteen, as required by the Management of Health and Safety at Work Regulations ACOP?	Yes a young person risk assessment is in place. Person would be mentored for a period of time and assessed The company does not have any persons under the age of 18 at present		S&A Formats for YP RA and induction are available.
3.24	Dealing with the Enforcing Authorities			
3.24.1	What arrangements are in place for dealing with the enforcing authorities (e.g. HSE, Environment Agency, Policy, Environmental Health etc...)?	H&S consultants are involved with HSE contact and any investigations etc.		
3.25	Confined Space Entry			
3.25.1	What arrangements are made for confined space entry, particularly regarding competence, specialist equipment and methodology?	Do not do this type of work; however policy does cover this to remind Company that this can only be carried out with specific training, risk assessment and method statements.		S&A can provide Confined Space training
3.26	Office Safety			
3.26.1	What arrangements are in place for administration staff regarding general office safety?	Office access and content generally tidy and safe.		

Item	Question	Findings		Recommendation
3.26.2	How are display screen and workplace assessments undertaken for Operators and Users, as required by the Health & Safety (display screen equipment) Regs	This has been carried out		S&A Format is available.
3.27	Document Control			
3.27.1	How do you ensure that important safety documentation is properly controlled and copies a maintained up to date with revisions?	Controlled documents are maintained in hard copies and/or electronic copies. Revisions re added, as appropriate. This is carried out by Vicky		
3.28	Records Management			
3.28.1	How are liability sensitive documents and records kept and archived to prevent loss or deterioration?	In a secure location. IT systems are backed up (eg: CLOUD). And drop box		
4.0	Measuring Performance			
4.1	Reactive Monitoring			
4.1.1	What arrangements are in place for accident reporting and investigation?	Basic investigations are undertaken by management. H&S consultants may be involved for more serious incidents. The company does have an accident book available		
4.1.2	What arrangements are made for near miss and hazard reporting?	formal system and reporting in place.		
4.1.3	How are accidents, incidents and ill health recorded, classified and statistics analysed?	Minor (First Aid) or lost time (Reportable) are identified Good records have been kept and logged		

Item	Question	Findings		Recommendation
4.1.4	What enforcement action has been taken against the Company in the past 5 years (e.g. prosecutions, prohibition notices, improvement notices or abatement notices)?	None.		
4.2	Proactive Monitoring			
4.2.1	What formal arrangements are made for line-management to undertake health and safety monitoring? NB. In addition to day to day informal supervision.	Informal monitoring by management and supervision. Safety samples for management monitoring kept on file		S&A Format for Safety Sampling is available
4.2.2	Are any arrangements made for independent monitoring by a third party organisation (i.e. safety consultants)?	Yes – company have a retained service contract with Safety and Access to carry out site audits on a 6 per year basis		S&A can be used.
5.0	Reviewing Performance			
5.1	Management Review			
5.1.1	Is the Safety Management System formally reviewed by Senior Management at an agreed frequency?	Informal review at management meetings. This is carried out annually		
6.0	Auditing			
6.1	Are the safety management arrangements audited by the Company, if so how is this managed?	Via H&S Consultants		

Item	Question	Findings	Recommendation
7.0	Retained Service		
7.1	Have the following arrangements been made for the Retained Service Customer? - Issue of annual certificate - Ensure email and address details are passed to Nott. (SC). - Receipt of Scafftalks and other bulletins - Receipt of CV's for relevant S&A staff - Receipt of regional contact info for S&A - S&A electronic logos are available		Provide, as required.