

Rullion Health and Safety Booklet

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Introduction and summary of contents

This booklet is designed as a guide to provide generic health, safety and welfare information for all contracted workers supplied to clients of the Rullion Group of Companies regardless of industry sector; this includes associated problem areas and best practice approaches/principles in dealing with issues. It is designed to help raise your awareness of potential hazards that could lead to an accident or ill health in the workplace and provide you with general best practice principles on safe systems of work.

Some guidance will only be relevant to specific industries and the booklet has been structured accordingly so you can select the areas relevant to you. As well as reading this booklet carefully it is imperative for your own health and safety in the workplace that you always identify and adhere to your host client's site rules on Health and Safety, and their policies and procedures on safe systems of work, to ensure you are not putting yourself or others at unnecessary risk.

You must never be afraid to ask questions of your host if you are unsure about any substances, equipment or systems of work that affect you.

Your work allocation, supervision and environment will be controlled, directed and monitored at all times by the host client or their nominated site representatives.

Policy statement

The Health and Safety of Workers supplied under contracts for services is of the utmost importance.

We are committed to ensuring the highest standards of Health and Safety, which are reasonably practicable to attain, for all Workers supplied under contracts for services. This includes a commitment to ensuring that our workers are freely entering into the working arrangements that they are engaged in, without coercion or exploitation, or undue influence.

We strongly oppose all forms of modern slavery, including forced labour and human trafficking, and actively work to ensure that our recruitment processes and working practices reflect these values.

For further information on our stance and procedures regarding modern slavery, please refer to the Modern Slavery and Reporting section.

In line with its obligations under the Equality Act 2010 (as amended) Rullion recognises its duty to prevent sexual harassment of agency workers while on assignment with hiring clients. All Workers are encouraged to report any incidents of sexual harassment, perpetrated either by Rullion employees, colleagues, including other Workers, and/or employees of a client hirer.

By working together we can create a workplace that is free from harassment and ensures the safety and well-being of all employees and agency workers.

Appropriate preventative and protective measures are carried out following consultation with our clients and Health and Safety checks. This objective can only be achieved with the co-operation of all Workers supplied under contracts for services and our clients with regards to Health and Safety issues.

Section 1: Health and Safety information common to all workers

1. Your legal Health and Safety responsibilities

You have a legal obligation with regards to your own health and safety and that of others. It is important that you know exactly where your personal responsibilities lie.

Under the Health and Safety at Work Act 1974 personal responsibility is set out as follows:

1. You have a duty to take reasonable care of your own health and safety and that of others who may be affected by what you do or do not do.
2. You have a duty to co-operate with your employer on health and safety matters.
3. You have a duty not to interfere with or misuse anything provided for your health, safety or welfare.

Every person regardless of his or her job may be prosecuted or even imprisoned for failing to carry out these duties. Penalties may include an unlimited fine and up to two years imprisonment.

2. Young workers

This applies to any worker under 18-years old. Please observe that there are special regulations in place for young workers in relation to training, supervision, rest periods and working hours.

If you are a young worker, we will have notified your line manager to ensure they understand their obligations to you in relation to your training, supervision, rest periods and working hours.

Under no circumstances will we engage in child or forced labour, nor will we restrict any candidate's freedom of association, including their ability to change roles, agencies, or employers. (See Modern Slavery section for further details)

3. Health and Safety checklist

For your own health and safety in the workplace it is imperative that you familiarise yourself with the following when entering a client's premises:

- Identify and adhere to the client's rules on Health and Safety and their policies and procedures on safe systems of work.
- The signing in/attendance procedures in operation and the whereabouts of all emergency exits and routes.
- The whereabouts of all fire extinguishers/fire blankets/sprinkler system and alarm activation points.
- Identify the appointed fire marshal(s) and the designated assembly point in the event of a fire/emergency.
- The designated day, time and frequency (i.e. weekly, monthly) for the testing of the fire alarm.
- The whereabouts of the Health and Safety poster, which contains contact details for the Health and Safety Executive or the local Employment Medical Advisory Service.

- The whereabouts of the First Aid attendant(s) and or the qualified First Aider(s).
- The whereabouts of the First Aid Kit and Accident Book.
- The whereabouts of washroom and water facilities.
- The whereabouts and rules surrounding the use of the kitchen and smoking facilities.
- Make sure you have the right tools and equipment for the job.
- Obey all warnings and hazard notices.
- Resist the temptation to play practical jokes and do not indulge in horseplay. Such behaviour often leads to serious injuries.
- Obey speed limits and traffic controls on site.
- Mobile phones must not be used when undertaking any operation where safety is important. If you are allocated a mobile from your host client make sure that you familiarise yourself with their policy surrounding the use of mobile phones.

4. Welfare

Consumption of alcohol or illegal drugs is not permitted nor must workers be under the influence whilst at a client's premises.

If you are taking prescription drugs or have any health issues that may affect your work, please notify Rullion and your line manager/supervisor immediately. If the prescription guidance notes advise that you should refrain from operating machinery, or from driving you must adhere to this and refrain from any activity that could put yourself or others at risk,

Adequate canteen, toilet and washing facilities are provided; use designated facilities as per site instructions. These facilities should be kept clean and tidy and not used for storage of plant and materials.

5. First aid – accidents/near misses

If you are injured whilst at work, obtain first aid treatment from the qualified First Aider or the appointed First Aid attendant. It is your responsibility to report accidents or injury to your host's line manager/supervisor and to ensure that the incident is recorded in the accident book on site either personally or by someone on your behalf.

Please ensure you follow the client's procedures for reporting, recording and investigating accidents or near misses. In addition, you must also inform Rullion the same detail.

6. R.I.D.D.O.R

RIDDOR stands for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Major injuries, fatalities, and dangerous occurrences must be reported immediately. Work-related diseases and incidents resulting in over 7 days of incapacity must be reported within 15 days. Reports must be made to the relevant enforcing authority by the responsible person and can be submitted online via the Health and Safety Executive (HSE) website or by calling 0345 300 9923. Forms F2508 or F2508A are used for these reports when submitting electronically.

Guidance can be obtained from the HSE, and the accident book should be used to record incidents. Incidents may also be recorded electronically. All accidents should be reported to your Rullion representative, as well as following the client's procedures.

In the event of an accident, please refer to section 5 of this booklet.

7. C.O.S.H.H

C.O.S.H.H stands for the Control of Substances Hazardous to Health Regulations.

Hazardous substances include anything that could potentially harm your health during use or handling. Substances that may appear harmless, such as furniture polish and bleach, may still require C.O.S.H.H guidance. Commercial chemicals with increased hazard levels will display warning labels on their containers. If in doubt, consult your line manager or supervisor.

Before using any chemicals, ensure you have been provided with the following:

- A C.O.S.H.H assessment detailing proper handling and use, and required PPE (personal protective equipment).
- The chemical's safety data sheet (SDS), which includes information such as product appearance, composition, safe handling, spillage protocols, waste disposal guidelines, hazard warnings, and first aid instructions.

Key C.O.S.H.H Rules:

- In the event of a spillage, follow the client's spillage handling policies and procedures. Seek advice from the site safety advisor or your supervisor if necessary.
- Always follow the instructions on a C.O.S.H.H assessment.
- Always wear the necessary PPE and protective clothing specified in the C.O.S.H.H assessment.
- Never transfer substances into unmarked or inappropriate containers.

Routes of entry for hazardous substances

Hazardous substances can enter your body through four main routes:

- Absorption: Through the skin, e.g., by contact with chemicals
- Injection: Through cuts or punctures caused by sharp objects
- Ingestion: Accidentally eating or drinking a harmful substance
- Inhalation: Breathing in harmful vapours, dust, or gases

8. Fire instructions

Please follow your host's fire safety procedures, including fire drills, evacuation plans, and guidance on the use of fire extinguishers. The following is general advice:

1. If you discover a fire: Activate the nearest fire alarm immediately.
2. Evacuate: Leave the building by the closest safe exit and proceed to the designated assembly point for roll call.

3. Re-entry: Do not re-enter the building unless authorised by the fire marshal or emergency services.

You Must Remember:

- Only attempt to extinguish a fire using the appliances provided if there is no danger to yourself or others, and you are trained to use the equipment.
- Do not use lifts during evacuation.
- Do not stop to collect personal belongings.
- Stay calm, act quickly, and follow instructions.

Using a Fire Extinguisher

1. Remove the extinguisher from its bracket.
2. Aim the nozzle at the base of the fire.
3. Pull the safety pin and squeeze the handle. Avoid touching the hose, neck, or base of a CO2 extinguisher as it can cause frostbite burns.
4. Be aware that CO2 extinguishers release gases that can be fatal in confined spaces.

Fire Extinguisher Types – Colour Codes:

Red – Water

Black – Carbon Dioxide (CO2)

Blue – Dry Powder

Cream – Foam

All extinguishers comply with European Standards and will be Red bottles with a colour-coded panel on them.

Fire prevention

- Maintain good housekeeping; avoid clutter and dispose of rubbish responsibly.
- Inspect and avoid overloading or using damaged electrical equipment. Report issues like overheating, sparking, or odours immediately.
- Prevent sparks and hot slag from welding, cutting, or other hot work by ensuring proper safety measures.
- Store flammable liquids securely and away from heat sources in designated areas.
- Smoke only in designated areas.
- Avoid leaving combustible waste in locations accessible to arsonists.
- Never leave cooking unattended.
- Obtain permission before performing hot work such as welding.
- Turn off engines during refuelling operations.

Ensure compliance with both your host's fire safety policies and these general fire prevention principles to reduce risk.

9. Hazard spotting – slips, trips and falls

Slips, trips, and falls are the most common causes of workplace injuries, often occurring when people are moving or carrying loads. To minimise risks, ensure the following:

- **Work Areas and Access:** Keep workspaces, corridors, and passageways free from unnecessary equipment, materials, or substances that may cause slips or trips. Regularly remove waste materials and substances.
 - **Trailing Leads:** Secure or remove trailing cables or leads.
 - **Filing Cabinets and Desks:** Always close desk and filing cabinet drawers when not in use.
 - **Spillages:** Clean up spillages immediately and display appropriate wet floor signs.
 - **Stability:** Do not climb or stand on unstable surfaces or materials.
 - **Movement:** Avoid running or rushing, especially in busy or hazardous areas.
 - **Tool Storage:** Store tools in a box or bag when not in use to avoid clutter.
 - **Floor Openings:** Fill holes or openings in floors or cover them securely with protective covers.
- **Workplace Edges:** Protect edges of floors, roofs, and other elevated working areas where a fall of over two metres is possible, or where falling into hazardous areas (e.g., water) could occur, with guardrails and toe boards. If working near water, ensure suitable rescue equipment is available.
- **Working at Height:** Take precautions to protect people working below you. Inform them of your presence and prevent items from falling using measures such as floor opening covers, toe boards, brick guards, barriers, safety nets, or tool belts.

By following these guidelines, you can help create a safer working environment and significantly reduce the risk of accidents caused by slips, trips, and falls.

10. Warning/safety signs

In accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996, safety signs are categorised as follow:

Mandatory sign: Round with solid BLUE background and white symbol – e.g. 'Wear a Hard Hat'

Warning Sign: Triangular with YELLOW background and black border – e.g. 'High Voltage'

Prohibition sign: Round with WHITE background and red border and diagonal cross bar – e.g. 'No Exit'

Safe Condition sign: Square/rectangular with white symbols on a GREEN background – e.g. 'First Aid Kit'

11. Manual handling

The majority of manual handling injuries are not attributed to a single handling incident but build up over a period of time. There is NO such thing as a completely “safe” manual handling operation, but a basic awareness of potential hazards and a good handling technique can help avoid any potential health problems.

If you are undertaking manual handling as part of your job and have not received manual handling training, please contact your line manager or supervisor. Please ensure you are fully aware of your host’s policy in relation to manual handling operations on site.

Wherever practicable you should make use of mechanical aids, however you must ensure that any automated plant is properly cleaned and maintained and that you are trained to use it.

Key considerations before lifting or moving loads:

The Task

- Does it involve long carrying distances, twisting, stooping, or reaching upwards?
- Do you need to clear obstructions from your path?

The Load

- Is it heavy, bulky, unstable, or potentially harmful (e.g., sharp or hot)?

Your Physical Condition

- Are you fit to handle the load? If you are pregnant or have a health condition, could it endanger your health?
- Should you seek assistance or use a mechanical aid instead?

The Working Environment

- Is the area confined, restricting movement?
- Are there uneven floors, wet or slippery surfaces, or other hazards?

Practising proper manual handling techniques and addressing these factors will help prevent injuries and maintain safety.

Important good handling techniques to remember:

1. Plan the lift and always use appropriate handling aids if possible i.e. lifts, trolleys etc. Establish where the load is to be placed, removing any obstructions from your path. If necessary lean forward a little over the load to establish a good grip. The best position and type of grip depends on the circumstances of the operation and individual preference, but make sure it is secure; generally a hook grip is less tiring than keeping your fingers straight. For a long lift such as floor to shoulder height, consider resting the load mid-way on a stable surface so that you can change your grip.
2. Position your feet either side of the load, placing your leading leg as far forward as is comfortable and if possible pointing in the direction you intend to go.

3. When lifting from a low level, bend your knees but be careful not to overflex. Lift smoothly, keeping your back straight and your shoulders level and facing in the same direction as your hips.
4. Keep the load close to your body for as long as possible with the heaviest side next to you. If a 'close' approach to the load is not possible, slide it towards you before you try to lift.
5. Move your feet when you are turning to the side do not turn your upper body without moving your feet. If you need to position the load in a precise position, put it down first and then slide it into the desired position.
6. When pushing or pulling ensure the handling device you are using is suitable for the load. Try and push rather than pull a load, provided you can see over it and control steering and stopping. Keep your feet well away from the load and go no faster than walking speed. Do not move a load alone if you have to use excessive force. Enlist the help of another person if you have to negotiate a slope or ramp. Take care on soft or uneven surfaces as this can require higher force and the load balance could change – consider softer or larger wheels on your handling device.

Section 2: Health and Safety information common to Office based workers

12. Display screen equipment (DSE)/workstation

A DSE is categorised as a display screen, usually forming part of a computer and showing text, numbers, or graphics.

DSEs have been associated with various health issues, but only a small proportion of DSE users actually suffer ill health as a result of their work. Where problems do occur, they are generally due to how DSEs are being used rather than the workstation itself. Problems can often be avoided through good workplace and job design, and by using your DSE and workstation correctly.

User comfort is down to individual preference, but by making full use of the equipment provided and adjusting it accordingly, you can optimise comfort and reduce the risk of potential health problems.

If you use DSE as a significant part of your normal job and have not received DSE training, please contact your line manager or supervisor.

If you detect any symptoms related to the use of DSE, please contact your line manager or supervisor.

Posture and breaks

- Do not sit in the same position for long periods. Some movement is desirable.
- Avoid repeated stretching to reach items; if this happens often, rearrange your workstation.
- Most jobs offer opportunities to take breaks from the screen, e.g. doing filing, photocopying, or answering the telephone. Make use of these.
- Frequent short breaks are better than fewer long ones, as they allow users to focus at a distance, relax eye muscles, reduce fatigue, and change posture.

Workstation

- Adjust your chair and DSE to find the most comfortable position for your work. As a broad guideline, your forearms should be approximately horizontal to your keyboard and your eyes at the same height as the top of the DSE.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. You should be able to put your feet flat on the floor; a footrest may be helpful.
- Make sure the chair supports the small of your back, you need to keep your back straight but supported and your shoulders relaxed.
- Ensure you have enough workspace to accommodate the necessary documents and equipment.
- Avoid repeated or awkward stretching movements; try different arrangements of the keyboard, screen, mouse, and documents to find the best combination for you.
- Arrange your desk and DSE to avoid glare or bright reflections on your screen. This will be easier if you and your screen are not directly facing windows or bright lights. If necessary, adjust curtains or blinds to prevent unwanted light/glare.

- Ensure you can move your legs freely under your desk; if necessary, remove any obstructions such as boxes or equipment.

Keyboards

- A good keyboard technique is important, adjust your keyboard to get a good keying position.
- Try to keep your wrists straight when using the keyboard, keep a soft touch on the keys and do not overstretch your fingers.
- A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not typing.
- A wrist rest may be helpful to some users.

Using the mouse

- Position the mouse within easy reach, use with the wrist straight.
- Sit upright and close to the desk. Support your forearms on the desk.

Reading the screen

- In setting up software, choose options giving text that is large enough to read easily on your screen when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye, e.g. avoid red text on a blue background.
- Make sure the screen surface is clean; adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Ensure characters on the screen are sharply focused and do not flicker or move.

13. Portable electrical equipment

Defective plugs, sockets, and leads cause more electrical accidents than the appliances themselves. You must remain vigilant about electrical safety:

- **DO NOT** overload electrical sockets; use extension leads or circuit breakers designed for your equipment when additional capacity is required.
- **DO NOT** use taped joints or makeshift connections to repair cables; they lack mechanical strength and proper insulation, which increases the risk of electric shock and fire.
- **DO NOT** ignore operational faults such as difficulties when switching equipment on, unusual noises, sparks, or intermittent stopping. These problems may indicate internal faults requiring immediate attention
- **DO** switch off equipment and disconnect it from the power supply before cleaning or performing maintenance.
- **DO** ensure all portable electrical equipment is inspected regularly and tested (Portable Appliance Testing - PAT) as required by your organisation's policy
- **DO** report any faulty or damaged electrical equipment to your line manager or supervisor immediately and discontinue its use until it has been inspected and repaired.

14. Mobile phones

- Mobile telephones must **NOT** be used while driving unless the vehicle is parked in a safe location, with the engine turned off. The law prohibits holding or using a phone, even for hands-free calls, as it significantly distracts drivers.
- **DO NOT** use mobile phones while performing any task where safety is a consideration, as they can interfere with the level of concentration required to undertake the task safely.
- **DO NOT** use mobile phones in hazardous environments where their operation could create risks, such as in areas with flammable materials or near sensitive equipment.

If you are issued a mobile phone by your host client, familiarise yourself with their specific policies regarding mobile phone use, including any restrictions in certain areas or during specific tasks.

Section 3: Health and Safety information common to Site workers (Industrial or Construction)

15. PPE – personal protective equipment

You will be advised if protective equipment is required on any specific job, which will be supplied to you by the client unless you have been notified otherwise. You must wear clothing appropriate for the job you do and if PPE is provided or requested – **PLEASE USE IT**. Remember you have a legal responsibility not to interfere with or misuse anything provided to you for your health, safety or welfare.

If you are asked to supply any PPE, it must be suitable for the purpose, properly maintained and stored and in good condition. If you are in any doubt, speak to the site safety supervisor or line manager.

If PPE is damaged or faulty, please report this to your line manager/supervisor. If you have any concerns that PPE has not been provided, or is not suitable, contact your line manager/supervisor.

The client will provide you with suitable storage facilities for your PPE whilst on site.

If you have any questions about any item of PPE then you must ask your line manager/supervisor.

The wearing and use of PPE should be covered within the client's risk assessments.

If you spend a large part of your working day in the open air, it is important you wear suitable clothing to prevent ill health/injury.

- Clothing that leaves the lower part of the back exposed to the cold can cause pain to the back – Always wear clothing, which is warm and comfortable.
- If you have to work in wet weather use waterproof clothing and in hot weather, always keep your skin covered.
- You may sometimes be instructed to wear high visibility clothing – use it for your own safety.

Head protection

Injuries to the head can be fatal. If you have been asked to provide, or have been provided with, a safety helmet, **ALWAYS WEAR IT IN HEAD PROTECTION ZONES**, and areas where you consider there is a risk of injury to your head, for example: construction sites, areas with the possibility of falling objects, low ceilings etc.

Foot protection

Suitable footwear must be worn at all times. Many foot injuries occur because unsuitable footwear is worn.

As an example, on construction or industrial sites boots, shoes or wellingtons with steel toe caps and protective inner plates in the sole offer ideal protection.

Hand protection

Suitable gloves must always be worn when handling rough, sharp, corrosive or hot materials.

Choose the correct gloves for the particular risk; for example leather gloves will protect against cuts and scratches but they will be absorbent; they will not protect your hands against liquids or solutions.

An effective way to reduce skin disorders is to wash your hands thoroughly at the end of each work period.

Eye protection

It is a requirement to wear eye protection for some operations performed at work.

A generic form of eye protection is not available to give you overall protection. You must always ensure you are provided with the correct type of eye protection for the particular risks: For example, some eye protectors are suitable only for use against dust, others guard against flying particles, a third type gives protection against high speed flying fragments and a fourth will provide protection where hazards are from molten metal, chemicals or radiation.

As an example, goggles to British Standards (BS) EN 166, 167 and 168 give suitable eye protection against impact, chemicals, dust and molten metal. Where there is an additional risk of facial injury, face shields should be used.

Hearing protection

Long periods of exposure to relatively high noise levels can cause damage to your hearing, even short periods of repeated exposure can have a damaging effect. If the noise level is such that you need to shout to make yourself heard, then you will probably need to wear hearing protection.

If you suspect that you are being subjected to high levels of noise inform your safety advisor.

Respiratory protection

When working in atmospheres in which hazardous dust, chemicals, vapours, gasses or fumes are present, it is important that suitable breathing apparatus or a respirator is worn. Inhaling airborne dust, chemicals or fumes can endanger health.

It is imperative that you have the correct protection for the conditions present: For example, masks that are designated for use against dust particles will prove useless against gases or vapours.

Immediately inform your safety advisor if you suspect that harmful dust or fumes are present.

16. Flammables

Liquefied Petroleum Gases (LPG) are heavier than air, the vapour can seep into drains and cellars giving rise to explosions some distance away from the source. There is also a risk of asphyxiation if LPG is used without adequate ventilation.

It is important that: -

- Cylinders are stored in the open air.
- Cylinders are stored upright with the valve fully closed.
- Cylinders used for heating site huts are kept outside the building.
- Adequate ventilation is provided.
- Cylinders are kept the recommended distance away from the appliance(s).
- Other flammable liquids should be stored in an open-air compound or in fire resistant bins that are adequately ventilated.
- If you are using a flammable liquid in an enclosed area ensure there is adequate ventilation.
- Transferring contents from large to small containers must always be done in the open air.
- Ensure containers are properly labelled.
- Used containers will still contain flammable vapour when empty. ALWAYS treat used/empty containers with the same caution and care as full ones.

17. Hand and power tools

Powered and non-powered hand tools cause thousands of injuries each year. Surprisingly non-powered tools cause ten times more injuries than powered tools.

Do not use any equipment unless you have received proper training and (where applicable) possess suitable qualifications.

Hand tools

Inspect the tool for damage; if there is any present, report it to your line manager/supervisor – **DO NOT USE THE TOOL.**

When hand tools are not in use, make sure they are stored in a manner, which is unlikely to be hazardous to others, always ensure that:

- Tools with cutting edges, teeth etc. are adequately sheathed.
- You do not place or use tools where they might be damaged or create a trip hazard.
- All tools are stored in the appropriate/designated containers or lockups provided.

Electrically operated tools

Electricity gives no warning of danger and it can kill instantaneously. Competent Operatives should only use power tools i.e. with the required standard of training, skill/experience and knowledge.

- Inspect for signs of damage to the body of the tool, wires and cables.
- If there is any damage to the tool do not use it and report it immediately to your line manager/supervisor.
- Make sure all tools are properly earthed, have the correct fuses and all guards are in place.
- 110-volt supply should only be used on temporary supplies, approved transformers, distribution boxes. Plugs must be used.
- Do not allow cables or wires to come into contact with water.

- Do not carry or drag a tool by its cable.
- Do not place or use tools where they might be damaged or create a trip hazard.
- **YOU MUST ALWAYS DISCONNECT** tools from the mains when they are not in use or when changing blades/parts.
- Make sure all tools are stored in the correct manner.

18. Mobile plant

You should not attempt to use any plant or other equipment unless you have had suitable and appropriate training. If in doubt, please refer to your site manager or supervisor.

- Never attempt to operate mobile plant unless you have received suitable, sufficient training, which is certificated.
- Make sure you know and observe the site rules, especially those relating to the reversing of plant.
- Inspect your machine before you commence work for defects and obstructions. Report any defects to your supervisor.
- Carry out and record statutory inspections and routine maintenance.
- Never allow passengers to ride on a machine, which is not designated to carry passengers. When working with a banksman, never move off unless you can see they are clear of your machine.
- Never drive with the vehicle body in a raised position. Be aware of overhead power lines and other obstructions.
- Park only on level ground with the brakes applied and buckets, blades, shovels and other attachments resting on the ground. Always make sure you remove the ignition key.
- Carry out and record brake testing to manufacturer's specifications. If the load prevents you from seeing where you are going, get help to see that the way ahead is clear.
- Make sure you **DO NOT** overload your machine. If you work in the vicinity of mobile plant:
- Make sure the driver can always see you – wear high visibility clothing.
- Keep away from moving vehicles, especially those reversing.
- Never ride as a passenger on a mobile plant, which is not designated to carry passengers.

19. Reversing of vehicles and plant

You must identify and adhere to any specific rules applying to reversing. In general, this will include the use of a trained banksman. Where these rules apply, no reversing is allowed except under the direction of a banksman.

- All drivers intending to reverse must check that the reversing path is clear and will remain so.
- If, for any reason, you lose sight of the banksman, stop immediately and check behind your vehicle.
- Remember to keep away from plant and vehicles, as you may not always be visible to the drivers.

- Persons working with plant and vehicles must wear high-visibility clothing compliant with EN ISO 20471:2013 and should not stand close to vehicles or plant where they are not visible to the driver. Banksman reversing vehicles should also wear a distinguishing helmet.

20. Dangerous machinery

Power-driven grinding and cutting tools are dangerous items of machinery. So too are gears, chain drives, V-belt drives, fans, and smooth revolving shafts and spindles such as those for starting handles. The traps between conveyor belts and drums can kill.

- Guards are fitted to plant and machinery to prevent you from coming into contact with moving parts. Always ensure that these guards are in position and secured before starting up plant and machinery.
- Never remove or adjust guards while the machinery is in motion.
- Make sure that machinery fitted with interlocks works correctly.
- When using a starting handle, always keep your fingers and thumb on the same side of the handle.
- Ensure that machinery has adequate emergency stop systems in place and is regularly maintained.
- Always check that machinery is fully operational and has the necessary safety mechanisms in place before use, including any safety interlocks, presence-sensing devices, and guards.
- Ensure that maintenance work is only performed by trained and competent personnel and that appropriate lock-out/tag-out procedures are followed to prevent accidental machine startup during maintenance.

Operating unguarded or poorly guarded plant and machinery could cost you your life, so use guards properly.

21. Cranes and other lifting machines

Never attempt to operate a crane, excavator, forklift, or similar lifting machine unless you hold a Certificate of Training Achievement (CTA), and have received additional relevant training for the specific equipment

- Perform and record brake testing to the manufacturer's specifications.
- Inspect the machine for defects and hazards before use. Report any issues to your supervisor.
- Ensure statutory inspections and maintenance are up to date.
- Know the machine's Safe Working Load (SWL) and test the load before lifting. Never leave the cab with a suspended load.
- Ensure lifting equipment has appropriate safety devices, such as overload protection.
- Only trained persons should act as slingers or banksman.
- Conduct a risk assessment before lifting, considering ground conditions and hazards.
- Never stand under a suspended load.
- Ensure the lifting machine is positioned correctly and the load is secure before lifting.
- Use fall protection when working at height.

- Establish exclusion zones when lifting near live electrical lines or other risks

22. Scaffolding

Never use unsafe scaffold. Report any issues to your line manager/supervisor immediately.

- Ensure the platform is fully boarded, with guardrails, toe-boards, and secure access to the working platform.
- Only competent and qualified personnel, such as trained scaffolders, can alter or dismantle scaffolding, following NASC guidelines.
- Do not move tower scaffolds while in use. Ensure wheels are locked and the scaffold is secure, with no people on it.
- Ensure the height-to-base ratio for mobile tower scaffolds complies with the manufacturer's guidelines and prevent overturning.
- Erect and maintain scaffolding per the Work at Height Regulations 2005.
- Ensure scaffolding is inspected by a qualified person every 7 days and after any events affecting stability.
- Do not overload scaffolding and ensure it is used within load limits.
- Ensure safe access/egress and fall protection for scaffolding at height.
- Workers should wear appropriate PPE, including hard hats and fall protection where necessary.

23. Ladders

Work from a ladder should only be carried out when the task is of short duration, can be done safely, and is appropriate for the use of a ladder.

- Never over-reach at the working position.
- Never attempt to repair damaged ladders. If the ladder is damaged, remove it from use and report it.
- Before Commencing Work:
- Inspect the ladder for damage, including cracks or splits in the stiles and rungs. Ensure all rungs are secure and not missing.
- Ladders should be placed on a firm, level base, and positioned at the correct angle (approximately 75° to the horizontal, i.e., one unit out for every four units up).
- Ensure that the ladder is secured at the top or bottom to prevent movement. If this is not possible, a second person should foot the ladder.
- Ensure footwear is free of excessive mud, oil, or grease before using a ladder.

Additional Points:

- For work at height (i.e., over 2 metres), a suitable risk assessment and method statement must be in place. This should comply with the client's policy and applicable regulations.
- Ensure the ladder is suitable for the specific task and that there is safe access and egress to/from the ladder.

Compliance with Current Regulations:

The Work at Height Regulations 2005 require that a risk assessment is conducted before any work at height, including the use of ladders. The Hierarchy of Control should be followed, with ladders being a last resort where no other safer alternatives (e.g., scaffolding, work platforms) are available.

24. Excavations

- Most excavations deeper than 1.2m must be supported or sloped to prevent collapse. Ensure adequate protective measures for all excavation depths.
- Sides of excavations should be supported or battened back. Regular checks should be made for stability.
- Always ensure safe ladder access and egress to and from the excavation.
- Never throw or drop tools or materials into an excavation; always use a rope or lifting device.
- Wear a safety helmet – falling debris can cause injury.
- Drivers of mobile plant must take care when operating near excavation edges; avoid destabilizing the area.
- Keep materials and equipment well away from excavation edges.
- Ensure excavations are carried out away from underground services, using appropriate detection tools.
- Be aware of risks from gases, fumes, and flowing materials; ensure ventilation and gas detection where necessary.

25. Refurbishment

Additional Health and Safety issues are applicable for the refurbishing of existing properties.

Before starting any activity check that:

- The public utility services have been disconnected.
- Demolition materials should be removed immediately from the building, they must never be allowed to accumulate on floors or landings.
- Where necessary temporary guardrails must be provided. If this is not possible, purpose made covers must be constructed for any holes in the flooring.
- Make sure there is adequate lighting especially in stairwells.
- Always ensure there is adequate and appropriate access and egress.

Additional requirements for occupied premises: -

- Do not block fire exits.
- Do not leave dangerous materials or sharp tools unattended where members of the public have access.
- If it is necessary to remove floorboards, warn the occupants.
- Never leave work unguarded that could cause harm to others.

26. Asbestos

All types of asbestos are hazardous if disturbed. Asbestos should remain undisturbed if it is in good condition and well sealed. When asbestos fibers are released into the air, they can form a fine dust that, if inhaled, may lead to serious health issues, including cancer and asbestosis.

Specific regulations govern asbestos work. A licence from the HSE is required to handle asbestos (excluding asbestos cement sheets). Disposal must comply with the Hazardous Waste (England and Wales) Regulations 2005, sending it to an authorised site in sealed, decontaminated containers with correct labelling. Asbestos should be securely stored on-site until disposal.

Do not work with asbestos unless you are properly trained and hold an HSE licence. Always check for warning labels on asbestos-containing materials.

Before undertaking any maintenance work, ensure an asbestos survey has been completed, and you are aware of any asbestos-containing materials and safety measures in place. If in doubt, consult your line manager and do not proceed until safe to do so.

If you suspect asbestos is present, stop work immediately and notify your line manager or site safety officer. Follow the client's safety protocols.

If work with asbestos is unavoidable:

- Ensure correct training, risk assessments and method statements, permits to work and all other legal requirements have been undertaken.
- Ensure correct breathing apparatus and PPE is worn.
- Always comply with the client's safety regulations.
- Do not put yourself or others at risk.

27. Confined spaces

A confined space can be any area where the area is substantially (though not necessarily entirely) closed and where there is a risk of hazardous substances or conditions within the space or nearby. This can include vats, pits, trenches, silos, chambers, wells, tanks etc.

Where possible work in confined spaces must be avoided and alternative methods considered.

If work in a confined space is unavoidable the following precautions must be taken:

- Familiarise yourself with the client's confined space policy and ensure a risk assessment has been carried out. Follow the client's procedures.
- A permit to work must be in place
- A clear method statement must be issued.
- Ensure you are fully trained and qualified for the task. Use specified safety equipment and ensure proper supervision.
- Wear suitable PPE
- Ensure good communication is available for instructions and emergencies.
- Provide suitable means of access and escape.
- Ensure adequate airflow to prevent fire or asphyxiation, and that temperature is controlled.

- Provide adequate lighting.
- Understand the risks of working with hazardous substances.
- Isolate and control gases, liquids, or flowing materials.
- Ensure roofs and sides are supported to prevent collapse.
- Control flammable materials carefully.
- Ensure first aid and emergency equipment are readily available.
- Familiarise yourself with the client's emergency evacuation procedures and plant shutdown procedures.
- Check access and egress are suitable.
- Ensure rescue arrangements are in place.

Section 4: Modern Slavery and Reporting

If you have concerns about your working arrangements, your consultant should be your first point of contact.

Indicators of Modern Slavery

Be aware of potential indicators of modern slavery, such as:

- Being forced to work against your will.
- Restricted freedom of movement or being unable to leave a workplace.
- Threats, intimidation, or physical harm from others.
- Confiscation or withholding personal documents, such as passports.
- Excessive working hours without proper rest or pay.

Your Rights

- You have the right to work in a safe and fair environment, free from coercion, exploitation, or mistreatment.
- You have the right to retain possession of your personal documents at all times.
- You have the freedom to leave your employment, change roles, or move agencies without facing penalties.

Reporting Concerns

We are committed to addressing any issues related to modern slavery. If you suspect that you or someone else may be a victim, it is crucial to report it as soon as possible.

You can report concerns directly to your Rullion consultant, via our [Complaints Procedure](#). An anonymous Modern Slavery reporting tool is currently under development and is expected to be available in Q2 2025. Once live, this tool will enable you to raise concerns confidentially through our website www.rullion.co.uk

Confidentiality and Support

All concerns raised will be handled with strict confidentiality and sensitivity. We are committed to addressing any issues related to modern slavery and supporting those affected and will liaise with the relevant authorities to address any reported issues.

Section 5: Protection from Sexual Harassment

If you have concerns about your working arrangements, your consultant should be your first point of contact.

Your Rights

You have the right to work in a safe and respectful working environment, free from bullying and harassment including sexual harassment, and any other mistreatment.

Sexual harassment includes any unwelcome behaviour of a sexual nature that creates an intimidating, hostile or offensive working environment. This includes, but is not limited to:

- Unwanted physical contact
- Inappropriate comments or jokes
- Display of sexually explicit material
- Unwelcome advances or propositions
- Any other conduct of a sexual nature that affects the dignity of individuals at work.

Your Duties

All workers have a responsibility to contribute to a safe and respectful working environment. You are expected to treat all colleagues, clients and third parties with respect and professionalism and to refrain from engaging in any behaviour that could be considered sexual harassment, including unwanted physical contact, inappropriate comments, or displaying sexually explicit material. If you experience or witness any form of sexual harassment, report it immediately to your Rullion consultant or designated contact, providing as much detail as possible about the incident to facilitate a thorough investigation.

Reporting Concerns of Sexual Harassment

We have a duty to prevent sexual harassment against you while you are supplied by Rullion to work on an assignment with hiring clients.

You are encouraged to report any incidents of sexual harassment, perpetrated either by Rullion employees or your colleagues, including fellow Workers, and/or employees of a client hirer.

Any reports of sexual harassment can be made directly to your Rullion consultant, via our [Complaints Procedure](#), and will be treated with the utmost confidentiality and investigated promptly and impartially in accordance with our Complaints Procedure. If an investigation confirms that sexual harassment has occurred, appropriate corrective action will be taken, which may include disciplinary action against the perpetrator, up to and including termination of assignment (in the case of an agency worker) or employment (in the case of an employee).

By working together, we can create a workplace that is free from harassment and ensures the safety and well-being of all employees and agency workers.

Confidentiality and Support

All concerns raised will be handled with strict confidentiality and sensitivity. We are committed to addressing any issues related to sexual harassment at work.

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