

Health and Safety Policy and Arrangements



Construction Management Construction Management DF London Ltd

London Office

37th Floor Canary Wharf
One Canada Square
London
E14 5AA
Tel: 0203 927 5229

Brentwood Office

Unit D1 Great Ropers Business Park
Great Ropers Lane
Brentwood
Essex
CM13 3JW
Tel: 01708 342653

Mobile: 07583 218049

Email: info@dfcmgnt.com

Website: www.dfcmgnt.com

In conjunction with

Akeva Safety Solutions Ltd

Health, Safety and Training Consultants

E-Space North, 181 Wisbech Road,
Littleport, Ely, Cambs CB6 1RA

Tel: 01353 865 441

Email: mail@akevasafetysolutions.com

Website: www.akevasafetysolutions.com

DOCUMENT CONTROL AND REVISION

Rev No:	Date:	Section:	Comment:
5	May 2019	All sections Section 3.17 – Manual Handling Appendix A – Legislation	<ul style="list-style-type: none"> • Header ‘Training’ replaced with ‘Training and Information’ • Amended the force for pulling and pushing a load • Updated Legislation
6	Jul 2020	Front Cover Organisation Chart Sect 3.3 – Accident Reporting Sect 3.7 – CDM Sect 3.14 – First Aid Sect 3.18 Method Statements Sect 3.21 – PPE Sect 3.22 – Risk Assessments Sect 3.25 – Safety Audits, Monitoring and Inspections Appendix A – Primary Current Legislation	<ul style="list-style-type: none"> • Amended Akeva details • Updated • Included list of diseases • Identified person responsible for notifying HSE under RIDDOR • Changed reference to monitoring by Akeva • Removed reference to Akeva supplying equipment • Changed responsibility from MD to Contracts Manager • Changed responsibility from MD to Contracts Manager • Changed responsibility from MD to Contracts Manager • Changed reference to monitoring by Akeva • Updated
7	July 2021	Front Cover 2.3 Duties of Hand S Advisors 3.3.8 Disease 3.3.7 Dangerous Occurrences – Coronavirus 3.3.9 Disease – Coronavirus 3.14 First Aid Arrangements 3.22.5 COVID 19 Risk assessment	<ul style="list-style-type: none"> • Amended Akeva phone number • Changed opening paragraph • Updated to list of disease • Added section concerning COVID exposure • Added COVID reporting in relation to exposure and death at work • Added provision for assessment of needs • Added requirement for COVID RA
8	Dec 2021	Front Cover	<ul style="list-style-type: none"> • Change of address •
9	July 2022	3.2.8 Ladders and Step ladders 3.3.8 Disease 3.4 Alcohol and Drug Abuse 3.16 Hazardous Substances 3.19 Noise 3.20 Personal Protective Equipment	<ul style="list-style-type: none"> • Added control measure for use • Removed COVID 19 from list • Added information on symptoms attributable to other conditions • Added controls for handling and storage of hazardous substances • Added decibels for action levels • Updated with information regarding PPE regulation amendments (limb(B) workers)

		Appendix A	<ul style="list-style-type: none"> Added Fire Safety Act 2022 and updated PPE regs 1992 to PPE (amendment) regs 2022
10	Oct 2022	Cover page Organisation All	<ul style="list-style-type: none"> Address and phone number updated. Updated Organisation chart. Removed 'Duties of Directors' Updated duties for Senior Contracts Manager & Site Manager Update responsibilities throughout the policy.
11	July 2023	Cover Page & throughout 1 Policy Statements 2.0 Organisation 2.2 Duties of Health and Safety Advisors 2.4 Duties of Principal Designer 2.5 Duties of Designers 3.3 Accident Reporting and Recording 3.7 Company Approach to CDM 3.10 Electrical Tools and Equipment 3.11 Environmental Management 3.19 Noise	<ul style="list-style-type: none"> Updated Logo and colours. Updated Managing Director Organisational Chart updated. Updated whole section. New New Added HSE reporting & updated chart Updated Removed provision for use of >110V equipment. Updated waste definition Added hearing protection zone requirement
12	Feb 2024	1 Introduction 2 Organisation	<ul style="list-style-type: none"> Updated MD on policy statements Updated MD on organizational chart

GLOSSARY OF ACRONYMS

AKV	-	Akeva Safety Solutions Ltd
HSE	-	Health and Safety Executive
HASWA	-	The Health and Safety at Work etc. Act 1974
CDM 2015	-	The Construction (Design and Management) Regulations 2015

CONTENTS

<u>Description</u>	<u>Page No</u>
DOCUMENT CONTROL AND REVISION	2
GLOSSARY OF ACRONYMS	3
CONTENTS	4
1 INTRODUCTION	6
1.1 PREFACE	6
1.2 HEALTH AND SAFETY POLICY STATEMENT	7
1.3 ENVIRONMENTAL POLICY STATEMENT	8
2 ORGANISATION	9
2.1 DUTIES OF MANAGING DIRECTOR	10
2.2 DUTIES OF HEALTH AND SAFETY ADVISORS	12
2.3 DUTIES OF SENIOR CONTRACTS MANAGER	13
2.4 DUTIES OF THE PRINCIPAL DESIGNER	14
2.5 DUTIES OF DESIGNERS	15
2.6 DUTIES OF SITE MANAGERS	16
2.7 DUTIES OF EMPLOYEES / SUBCONTRACTORS	18
3 ARRANGEMENTS	19
3.1 ABRASIVE WHEELS	19
3.2 ACCESS EQUIPMENT	21
3.3 ACCIDENT REPORTING AND RECORDING	24
3.4 ALCOHOL AND DRUG ABUSE	30
3.5 ASBESTOS	31
3.6 CARTRIDGE TOOLS	32
3.7 COMPANY APPROACH TO CDM	33
3.8 CONSULTATION WITH EMPLOYEES	34
3.9 CONTROL OF CONTRACTORS	35
3.10 ELECTRICAL TOOLS AND EQUIPMENT	36
3.11 ENVIRONMENTAL MANAGEMENT	38
3.12 EXCAVATIONS AND GROUNDWORK	41
3.13 FIRE POLICY AND PROCEDURES	43
3.14 FIRST AID ARRANGEMENTS	44
3.15 HAND ARM VIBRATION SYNDROME (HAVS)	46
3.16 HAZARDOUS SUBSTANCES	47
3.17 MANUAL HANDLING AND LIFTING	49
3.18 METHOD STATEMENTS	51
3.19 NOISE	52
3.20 OFFICES	53

3.21	PERSONAL PROTECTIVE EQUIPMENT	55
3.22	RISK ASSESSMENTS	57
3.23	SAFETY MONITORING, AUDITS AND INSPECTIONS	59
3.24	SITE TIDINESS	60
3.25	TRAINING, INSTRUCTION, INFORMATION	62
3.26	TRANSPORT AND OCCUPATIONAL DRIVING	64
3.27	WELFARE ARRANGEMENTS	66
3.28	WORK EQUIPMENT	67
3.29	WORKING AT HEIGHT	68
4	APPENDIX A - PRIMARY CURRENT LEGISLATION	70
4.1	HEALTH AND SAFETY LEGISLATION	70
4.2	ENVIRONMENTAL LEGISLATION	71
4.3	GENERAL LEGISLATION	71
5	APPENDIX B - EMPLOYEE DECLARATION	72

1 INTRODUCTION

1.1 PREFACE

With over 30 years of experience in the construction industry, Construction Management DF London Ltd have worked with a wide range of clients from domestic extensions to residential developments and refurbishments, through to high spec residential new build. Along with commercial projects from office refurbishments through to retail commercial repair and refurbishment projects. We also have undertaken a number of specialist basement construction projects, external and internal repair and decoration contracts.

From here on in Construction Management and Construction Management DF London Limited will be referred to as 'the Company' or Construction Management.

This document is the Health and Safety Policy and Procedures for works carried out by, or on behalf of, the Company. The document contains the procedures that need to be followed to ensure the continued health, safety and welfare of its employees and contractors whilst continuing to comply with the legislation that governs the work we undertake.

This is a comprehensive document that comprises of the following three sections:

- The Health and Safety Policy Statement.
- The Organisational Duties.
- The Companies Policies and Procedures.

Health and Safety Policy Statement – A general statement of the intentions of the Managing Director in regard to health and safety. The policy statement is signed and dated by the Managing Director therefore indicating that health and safety is highly regarded and that commitment comes from the 'top'.

The Organisational Duties – This section commences with a chart showing the safety structure of the company that is then followed by a list of individual responsibilities of personnel and contractors.

Procedures or 'Arrangements' – This section will contain procedures that need to be followed by all levels of management to ensure the company complies with current legislation and reduce the risk to all persons who may be affected by the works carried out on its behalf.

In order to reduce accidents and incidents, all personnel and contractors must adhere to the policies whilst carrying out the company's undertakings.

Where help is needed, the company engages the services of our appointed Safety Consultants Akeva Safety Solutions Ltd, for safety auditing, site safety inspections, advice on training and, should the need occur, to investigate or advise on site accidents.

As Managing Director, Peter Lynch accepts that he has overall responsibility for health and safety. This is reflected in the Company Organisation Chart where his title is Managing Director.

1.2 HEALTH AND SAFETY POLICY STATEMENT

In Compliance to (interalia): The Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999, The Construction (Design and Management) Regulations 2015, The Health and Safety (Consultation with Employees) Regulations 1996, The Provision and Use of Work Equipment Regulations 1998 and The Work at Height Regulations 2005

The Company will ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and others, including subcontractors and the public, who may be affected by our activities. We shall provide a safe working environment, equipment and systems of work for all persons employed or self-employed who may for the time being, come under the supervision of the Company.

We shall encourage positive participation and involvement from all employees to promote safety standards and have appointed Akeva Safety Solutions Ltd as our Health and Safety Consultants to provide advice on all matters affecting the health, safety and welfare of those persons coming under our control and all others who may be affected by our undertaking. Our Safety Consultants will carry out regular inspections or audits of our sites and other workplaces and carry out a review and audit of the company's safety management systems at least annually.

We shall ensure that employees and Subcontractors are competent to carry out their works in accordance with the relevant health and safety legislation and will assess their ability to do this before they are appointed. Where Subcontractors cannot prove their ability, we will look elsewhere or assist them in gaining the required competencies to satisfy our requirements on health and safety.

Our Site Managers are responsible for the implementation, monitoring and adherence to our Policy on site whilst ensuring that employees and Subcontractors work to the agreed Method Statements and Risk Assessments. Subcontractors will be directed by the Senior Contracts Manager who will ensure appropriate risk assessments are in place for their work.

The Senior Contracts Manager shall ensure that all persons carrying out duties on our behalf are adequately trained to enable them to understand their responsibilities and be 'competent' in their work. New employees will receive induction training prior to commencing work and all employees will be inducted prior to commencing work on new sites. We will discipline those who fail to comply with their legal duties undermining the integrity of our safety performance.

As a Principal Contractor we shall carry out our duties under The Construction (Design and Management) Regulations 2015 and assist the Client, Principal Designer and Principal Contractor (respectively) to comply with their duties. As Principal Contractor, we will compile a Health and Safety Construction Phase Plan and provide relevant information for the Health and Safety File.

As Managing Director, I shall take on the role of Officer Responsible for Health and Safety and full responsibility for ensuring the requirements of this policy are implemented and updated at least annually. I will ensure that adequate resources are made available to ensure our legal obligations for health and safety are not only met, but exceeded.

Signed:

Date: 12th February 2024

Darren Fowler
Managing Director
Construction Management and
Construction Management DF London Ltd

1.3 ENVIRONMENTAL POLICY STATEMENT

The Company have agreed that environmental matters are to be recognised as a Management responsibility, which shall be equal to that given to health and safety considerations. They recognise their responsibilities towards protecting and preserving the environment and will encourage all persons associated with their business activities to adopt a similar approach.

The Company will comply with all appropriate legal requirements. In the absence of legislation, it will undertake activities in a manner consistent with industrial practices to meet the highest standards through implementation of this Policy and the procedures contained herein. In particular, the Company will endeavour to:

- Pay close attention to the handling storage and transportation of substances or materials that may be hazardous to the environment.
- Pay particular attention to hazardous or harmful emissions such as fumes, noise and dust whilst carrying out our undertakings.
- Reduce, reuse or arrange for the careful disposal of wastes that may be produced during operations carried out by the Company.
- Conserve energy through minimising consumption and maximising efficiency.
- Continually develop an environmentally aware approach within the Company in order to play an important part in reducing the harm caused within the construction industry.
- Promote a sense of responsibility towards the environment by management, staff and contractors whilst carrying out their daily duties on behalf of the Company.
- Work alongside Clients and other contractors in fulfilling their legal obligations towards the environment.
- Seek to establish a solid relationship and co-operate fully with the relevant Statutory Undertakers i.e. Environment Agency and Local Authorities.

It is my duty as Managing Director and that of the Directors / Senior Contracts Manager to implement the requirements of this policy document. Every employee is required to take all reasonably practicable steps to ensure compliance with the procedures laid out in this document.

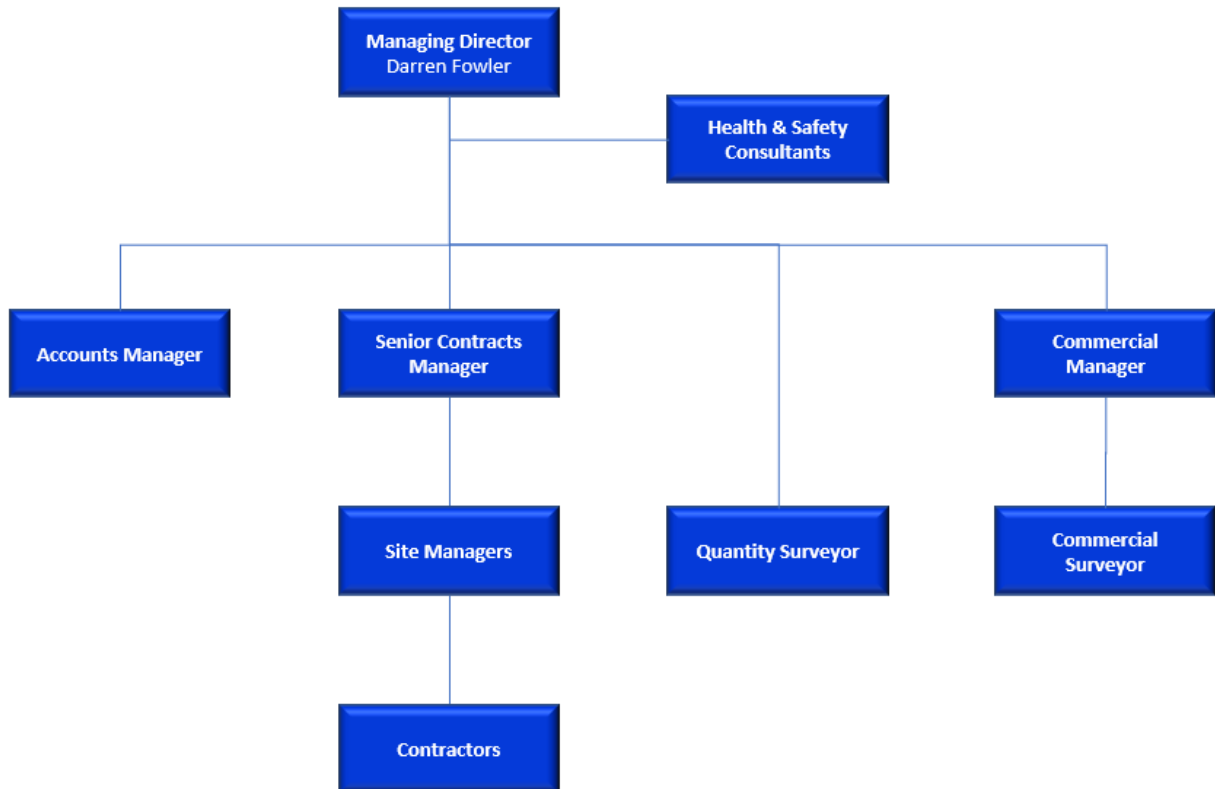
As Managing Director, I take responsibility for ensuring that this Policy and the procedures contained within are regularly reviewed. Subsequent amendments will be notified to all relevant employees by means of bulletins and toolbox talks.

Signed:

Date: 12th February 2024

Darren Fowler
Managing Director
Construction Management and
Construction Management DF London Ltd

2 ORGANISATION



2.1 DUTIES OF MANAGING DIRECTOR

The Managing Director has overall responsibility for the health, safety, and welfare of employees and others affected by the Company's activities.

This responsibility extends to the following:

1. Be aware of the employer's legal duties under the Health and Safety at Work etc. Act 1974 and all supporting Regulations made under Section 15 of the Act.
2. Prepare, and keep up to date, a Statement of the Company's Policy for Health, Safety and Welfare and ensure that it is brought to the notice of all employees.
3. Initiate the Company Health and Safety Policy for the prevention of injury, ill health, damage and wastage and set initiatives to eliminate accidents. Encourage proper reporting, investigation and costing of injury, ill health, damage and loss. Promote action to preclude recurrence and initiate analysis to discover accident trends.
4. Ensure that only competent personnel are appointed to carry out work on behalf of the company and ensure that they are fully informed of the health and safety issues affecting their task and place of work. Ensure arrangements are in hand to regularly review training to ensure, as far as practicable, that all persons are aware of current statutory requirements.
5. Ensure that adequate resources are available to meet legislative and the Company's requirements on health, safety and welfare. Sufficient funds are to be made available to ensure all equipment and materials purchased by the Company are suitable for the purpose without compromising the standards required by this Health and Safety Policy
6. Provide assistance in preparing appropriate RAMS in unusual / emergency situations not covered by existing documentation to establish working methods outlining potential hazards at each stage and indicate precautions to be adopted.
7. Ensure that adequate time is allowed for planning including the carrying out of specific risk for the Company's activities. Ensure that hazards with the potential to cause harm are identified and avoided or adequately controlled.
8. Monitor the Company's activities to ensure that they are carried out as planned and that the requirements of the Company's procedures as laid down in the Health and Safety Policy and any stipulated Safe Systems of Work are observed.
9. Ensure that adequate time is given for induction training and the communicating of toolbox talks.
10. Reprimand any member of staff for failing to discharge satisfactorily their responsibilities under current legislation and the requirements of this document.
11. When visiting site, set a personal example by wearing the appropriate personal protective equipment and following any relevant procedures.
12. Discuss safety audits with the Company's Safety Consultants and review Company procedures if necessary.
13. Ensure that adequate resources are available to meet legislative and Company requirements on health, safety and welfare.

14. Liaise with the company safety advisers (Akeva Safety Solutions Ltd), including reviewing site inspection reports and taking charge of problems which cannot be solved at site level, especially when this involves communication with any Subcontractors.
15. Liaise with the CDM-Principal Designer to ensure that adequate health and safety information has been received then develop the Construction Phase Health and Safety Plan for each site prior to works commencing then. The CDM Plan must then be regularly reviewed to ensure that it is still valid for the works being undertaken.
16. At the end of each contract, ensure that any information relevant to the Health and Safety File, has been obtained from the contractors and provided to the Principal Designer.
17. Where relevant, prior to commencing work on site obtain relevant information, from the potential Contractors, on the types and quantities of waste that may be produced and record this in the Site Waste Management Plan. Once work has commenced, obtain actual information and record this information as necessary.
18. Ensure that adequate welfare facilities are in place prior to any works commencing on site. Ensure that time and resources are allowed for the maintenance and upkeep of these facilities.
19. Ensure that only competent, approved, contractors are used to carry out works on behalf of Highland. Ensure that any health and safety issues / requirements are discussed at the Pre-contract meeting.
20. Ensure that the management of all waste is adequately planned prior to any works commencing on site. Ensure that any contractors appointed to transport or handle waste are licensed and that relevant checks are carried out to ensure they are managing waste in accordance with their license.
21. Develop, in conjunction with the Senior Contracts Manager, a specific induction for each site.

2.2 DUTIES OF HEALTH AND SAFETY ADVISORS

In accordance with the Management of Health and Safety at Work Regulations 1999, Construction Management DF London Ltd. has appointed Akeva Safety Solutions Ltd to provide health and safety advice so that Construction Management DF London Ltd. can effectively manage the health and safety within the company. Akeva Safety Solutions Ltd can be contacted on 01353 865441.

AKV's consultants will set a personal example when visiting the company's workplace / site by behaving professionally and wearing all suitable protective clothing and will on request:

1. Advise on the preparation and review of the Company Safety Policy for Health, Safety and Welfare, including the organisation and arrangements for carrying out the policy.
2. Give advice to management on:
 - a. Legal requirements where affecting health, safety and welfare.
 - b. Prevention of injury, ill-health and damage.
 - c. Provision, selection and use of protective clothing and equipment.
 - d. Safe working methods, equipment or materials, which would reduce risks.
 - e. Proposed changes in legislation.
 - f. Potential hazards on new sites before work starts, and safety factors affecting the selection of plant or equipment, contractors, and so on.
3. In accordance with the Company Policy and current legislation, assist management in notifying the Health and Safety Executive of new sites, Dangerous Occurrences, Specified Injury, Accidents, etc., in accordance with Company Policy.
4. Carry out workplace safety inspections and audits to monitor compliance of work being undertaken with the company health and safety policy.
5. Carry out investigations of serious accidents in accordance with Company Policy and assist with subsequent reporting as required by RIDDOR 2013.
6. Provide advice on training requirements and arrange training courses.
7. Attend contractors site meetings to advise/review safe working procedures.
8. Assist in the preparation of the Construction Phase Health and Safety Plan and attend tender meetings to advise on all safety matters.

2.3 DUTIES OF SENIOR CONTRACTS MANAGER

The main health and safety responsibilities of our contract management are to:

1. Understand the Company Policy for Health, Safety and Welfare and ensure that it is readily available on site. Plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.
2. Initiate the Company Health and Safety Policy for the prevention of injury, ill-health, damage and wastage and set initiatives to eliminate accidents. Ensure that all accidents, incidents and near misses are reported to the Managing Director.
3. Ensure that the specific risk assessments for the works you are supervising are suitable and sufficient. Ensure that the identified control measures have been put in place and are being followed.
4. Ensure, as far as is reasonably practicable, that work once started:
 - a. Is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.
 - b. Is carried out in accordance with the Construction (Design and Management) Regulations 2015 and the requirements of the Health and Safety Plan.
5. Ensure all registers and site documentation kept up to date by the Site Managers as appropriate and that, at the end of the contract, they are returned to head office for filing in case they are required for future reference.
6. Ensure all persons for whom you are responsible are competent to carry out their work and are fully informed of the health and safety issues affecting their task and place of work.
7. Ensure no-one is permitted to operate any work equipment unless they have received adequate training or hold a relevant certificate of competence.
8. Ensure that all new employees coming under your responsibility attend a site safety induction and are informed of any site rules that apply to them prior to carrying out any works.
9. Ensure that all persons under your responsibility are in possession of the required personal protective equipment as identified by the task risk assessment and are aware of their obligations to wear it.
10. Keep a safe and tidy site in accordance with the requirements of the Health and Safety Policy.
11. Reprimand any member of staff for failing to discharge satisfactorily their responsibilities.
12. Set a personal example on site by wearing the appropriate personal protective equipment and following any relevant procedures.

2.4 DUTIES OF THE PRINCIPAL DESIGNER

Sometimes the Company will take on a Design and Build contract where we will be required to provide the Principal Designer. Where we do provide a Principal Designer the duties of the Principal Designer include:

1. Plan, manage and monitor the pre-construction phase and coordinate any contractors required to provide information from surveys carried out.
2. Where possible, identifying and eliminating or controlling foreseeable risks to the health and safety of those carrying out or affected by the maintenance, cleaning or using the structure.
3. Coordinating matters relating to health and safety to ensure that, so far as reasonably practicable, the project can be carried out without risk to health and safety of those involved or affected by construction work.
4. Providing pre-construction information to the Principal Contractor and ensure that the Principal Contractor prepares a Construction Phase Plan before starting work on site.
5. Liaising with the Principal Contractor throughout the Design Phase of the contract.
6. Liaising with other Designers to ensure they are considering health and safety during while carrying out their designs and ensuring that they coordinate their works with other designers.
7. Prepare and keep up to date the Health and Safety File which will include collecting the required information from the Principal Contractor for inclusion.

2.5 DUTIES OF DESIGNERS

As well as the general duties for 'Employees', the Designers have the following additional duties in order to comply with CDM 2015:

1. Be aware of the employer's legal duties under the Health & Safety at Work etc. Act 1974 and all supporting Regulations made under Section 15 of the Act.
2. Make sure the client is aware of their duties under CDM 2015 before starting any design work.
3. When preparing or modifying designs:
 - a. Take account of any pre-construction information provided by the client (and Principal Designer, if one is involved).
 - b. Eliminate foreseeable health and safety risks to anyone affected by the project (if possible)
 - c. Take steps to reduce or control any risks that cannot be eliminated.
 - d. Where there are remaining hazards, ensure this information is passed on to the Principal Designer. Ensure all relevant information is collated for inclusion in the Health& Safety File.
4. Provide design information to:
 - a. The Principal Designer, if appointed, for inclusion in the pre-construction information and the health and safety file
 - b. The client and principal contractor (or Engineering Manager single contractor projects) to help them comply with their duties, such as ensuring a Construction Phase Plan is prepared.
5. Communicate, cooperate and coordinate with:
 - a. Any other designers (including the Principal Designer) so that all designs are compatible and ensure health and safety, both during the project and beyond.
 - b. All other contractors (including the principal contractor), to take account of their knowledge and experience of building designs.

2.6 DUTIES OF SITE MANAGERS

1. Understand the Company Policy for Health, Safety and Welfare and ensure that it is readily available on site. Plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.
2. Ensure, as far as is reasonably practicable, that work once started:
 - a. It is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.
 - b. It is carried out in accordance with the Construction (Design and Management) Regulations 2015 and the requirements of the Construction Phase Health and Safety Plan.
3. Ensure that the specific risk assessments for the works you are supervising are suitable and sufficient. Ensure that the identified control measures have been put in place and are being followed.
4. Keep all registers, records and reports up to date and ensure that they are kept in a safe place. Ensure that copies of regulations are available and statutory notices are prominently displayed.
5. Ensure that supervisors and operatives under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks.
6. Ensure that no person under 18 years old is permitted to operate any plant (including dumpers), give signals to any crane driver, use any power tools or equipment unless being trained under the direct supervision of a competent person.
7. Ensure that all information available from the Client and Principal Designer relating to underground services on the site is obtained and that services are located, marked and plotted accurately before excavation work starts. Do not allow mechanical excavation within limits of the underground service laid down by the service authority.
8. Implement arrangements with Contractors and others on site to avoid confusion about areas of responsibility for Health, Safety and Welfare.
9. Ensure that the relevant permits to work are issued and that the requirements are complied with. Where required, ensure the permit is returned at the completion of the work and is signed off.
10. Check that all machinery on site, including power and hand tools, are maintained in good conditions and that all temporary electrical equipment does not exceed 110 volts unless used as fixed installations e.g., tower cranes.
11. Ensure that adequate protective clothing and equipment is maintained on site for use by the Company's employees and that the equipment is suitable.
12. Ensure that adequate First Aid facilities are on site and that all persons on site are aware of their location and procedures for receiving treatment for injuries.
13. Ensure that adequate fire precautions are provided for the site including offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.
14. Arrange delivery and stacking to avoid double and manual handling whenever possible and ensure that off-loading and stacking is carried out in a safe manner and to the manufacturer's recommendations.

15. Ensure that any accident on site, which results in an injury to any person (not just employees) and/or damage to plant or equipment, is reported to the Senior Contracts Manager / Directors in accordance with Company Policy.
16. Maintain a clean and tidy site.
17. Set an example by wearing appropriate protective clothing on site.
18. Ensure that an assessment has been carried out of any substance likely to cause a hazard or risk to health and that appropriate control measures, training, instruction, protective clothing etc. have been provided.
19. Ensure that an assessment has been carried out of any noisy process or plant hazardous to health and that appropriate control measures, training, instruction, protective clothing etc., have been provided.
20. Ensure that the "competent person" appointed to make the necessary inspection of scaffolding, excavation, plant etc. has sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected.
21. Do not allow "horseplay" or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.
22. Issue 'Permits to Work' in accordance with the Company's procedures.
23. Ensure that induction training is given to all new employees and contractors engaged on the Company's sites.
24. Keep copies of records of Safety Instruction training and continuation Safety Training.
25. Ensure that an assessment has been carried out of any process likely to cause a hazard or risk to health and that appropriate control measures, training, instruction, protection clothing etc. have been provided.

2.7 DUTIES OF EMPLOYEES / SUBCONTRACTORS

Every employee must take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions at work. We regard employees as any person who is employed by The Company irrespective of the method of payment made to that person. This includes direct employees, labour-only people, and those holding a CIS Card.

All staff are responsible for the implementation of their part of this policy, and the procedures contained within. All staff should in particular:

Be fully aware of the Company Safety Policy, it's procedures and requirements.

1. Observe all safety rules, requirements and notices at all times.
2. Provide copies of any relevant certificates or training / competence prior to commencing work.
3. Ensure that appropriate protective equipment and clothing is used and kept in good working order. Any equipment that is becomes lost, damaged or worn out is to be reported to the Senior Contracts Manager / Site Manager and replaced as necessary.
4. Ensure that all work equipment that you are responsible for is in good order and that any safety devices provided are fitted, properly adjusted and used. Any defects identified are to be reported to the Site Manager immediately.
5. Ensure that all accidents, incidents, injuries, damage, defects or dangerous occurrences are reported promptly to the Senior Contracts Manager / Site Manager.
6. Co-operate with the Company in complying with the Health and Safety requirements set out in legislation, guidance, and within this Policy.
7. Inform the relevant Manager of any medical or health condition that may affect your ability to carry out your work in a safe manner.
8. Take an active role in ensuring and improving the health and safety at work.
9. It is important that you feel able to ask questions about health and safety, and that you feel capable of doing the task you are doing in a safe manner. If in doubt, inform your immediate Manager. **DO NOT TAKE CHANCES.**

3 ARRANGEMENTS

Introduction

The Health and Safety at Work etc. Act 1974 (*HASAWA*) requires that arrangements are made, to provide for a safe system of work for all aspects of our undertakings. These arrangements have been developed to cover the company's activities as a whole and must be used when developing systems of work in offices or on sites.

Arrangements or Control Measures?

We have included in this section specific known "Arrangements" to combat hazards that are well established in our line of business therefore complying with the requirements set out in the HASAWA. However, more recently the term 'arrangements' has predominantly been replaced by the term 'Control Measure'. Either term is acceptable however, "control measure" is a clearer definition of what is required at work when preventing or controlling known hazards in the workplace.

Generic Control Measures:

No two jobs are the same; all have something different about them and therefore it is essential to understand that the Control Measures in this section may have to be made more specific following completion of an individual task risk assessments *as required under The Management of Health and Safety at Work Regulations 1999* to take into account the environmental or other more specific site requirements. When using this section therefore, first check site conditions and any other restrictions that may be imposed due to the environmental circumstances. It is important also to take into account other considerations such as prevailing weather conditions, other people working nearby or other persons having access to or from the area that your works are to be undertaken, this includes members of the public. All these factors can alter what is to be considered when carrying out the on-site 'Risk Assessment' and the 'Control Measure' to be used.

3.1 ABRASIVE WHEELS

3.1.1 Hazards

The company uses machines on site that are fitted with abrasive wheels and realises that these can be a cause of specified injuries. The main hazards associated with abrasive wheels include:

- Bursting of the wheel or disc
- Injuries from flying particles
- Cuts to hands, legs, etc.
- Dust from certain types of materials
- Loose clothing tangles in disc
- Electric shock
- Noise
- Fire and explosion

3.1.2 Planning Procedures

All work will be tendered for or negotiated in accordance with the relevant standards. Risk assessments will be undertaken for the work and the necessary control measures planned. Where applicable the requirements of the site Method Statement will also be met.

The Senior Contracts Manager will:

- Ensure that any abrasive wheel machine hired to or owned by the Company, for use at work, is provided and maintained in good condition.
- Ensure that there are suitable discs available for the works that are to be undertaken.
- Ensure that sufficient operatives have been trained in the mounting of abrasive wheels and discs on the type of machine to be used. A record of trained persons will be maintained and held by Central Services.
- Ensure that works with hand-held machines have been adequately risk assessed to include hazards such as fire, noise, vibration etc.
- Reduce the risk of dust related diseases such as silicosis by ensuring that dry stone cutting is, as far as reasonably practicable, avoided. Where dust cannot be avoided, ensure adequate protection is provided and there is a reduction in numbers exposed.
- Ensure that, where respiratory protective equipment (dust masks) are provided for the protection against breathing in stone dust, the individuals have been fit tested within the last 3 years.

3.1.3 Training and Information

Training and information in the mounting of abrasive wheels and the use of such equipment will be provided, by the company, or the company will organise training to all personnel tasked with using or changing abrasive wheels.

3.1.4 Monitoring

The Site Manager will:

- Ensure that any operative required to change discs or wheels on abrasive wheel tools has been trained and appointed.
- Ensure that suitable storage facilities are available for abrasive wheels and that sufficient quantity of suitable eye protection and other protective equipment is available and issued when required.
- Carry out a weekly check on all equipment that uses an abrasive wheel then make a suitable record in the Site File.
- Arrange for any person required to use an abrasive wheel machine or tool to be given instructions in the precautions required, by a competent person.
- Ensure that any abrasive wheel machine or tools being used with any defect, which could give rise to injury, is taken out of use immediately.
- Ensure that the requirements of the risk assessment(s) and Health and Safety Plan are being implemented.
- Ensure that the machine is regularly serviced to ensure that the spindle speed is correct.
- Ensure that dust suppression is used, as far as possible, when cutting stone.

3.1.5 Control Measures

Personnel using or changing the discs on abrasive wheels must:

- Ensure the disc or wheel is mounted correctly. This must only be done by a competent, appointed person.
- Guards must be fitted to all abrasive wheels and kept in position.
- Eye protection to BS EN 166 B must be worn when using abrasive wheels.
- Ensure measures for protection against hazardous dusts, that may be generated, are used as required by COSHH Reg's 2002.
- Avoid wearing loose clothing especially ties, sleeves, scarves etc.
- Use dust suppression measures when cutting stone and wear appropriate dust masks as indicated in the risk assessments.

3.2 ACCESS EQUIPMENT

It is the policy of the Company to ensure, so far as is reasonably practicable, where work is to be carried out above ground level, suitable access equipment will be supplied. Where access equipment is supplied, it is the responsibility of individuals to ensure that it is used in accordance with the manufacturer's recommendations, the site-specific risk assessment and any training that has been given.

3.2.1 Planning Procedures

The Senior Contracts Manager will arrange for the required type of access equipment to be provided taking into account the relevant standards and the work to be carried out.

3.2.2 Training and Information

Training and information provided to site personnel will be via toolbox talks and include the hazards and precautions relating to the various types of access equipment and their use. In some cases, i.e. erection of aluminium towers, specific training will be required.

3.2.3 Monitoring

The Site Manager will:

- Check all access equipment before use to ensure that there are no defects and then check at least weekly whilst in use on site and keep a written record of the check in the Site File.
- Ensure that where a defect is noted or the equipment is damaged, it is taken out of use immediately.
- Ensure that ladders and stepladders in use are secured, have a solid, level base and are being used correctly.
- Ensure that ladders will not be used to provide access or a working position if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands, etc.). (See risk assessment).

- Ensure the methods of use, which could result in damage to the ladder, are not permitted, e.g. securing ladder with scaffold clip, placing board on rung to form working platform or ramp etc.
- Ensure that proper storage is provided for ladders / stepladders, under cover, where possible and with the ladder properly supported throughout its length.

3.2.4 Scaffolds

Scaffolds are erected to support a working platform. The law requires that such platforms should be suitable for the type of work, provide security for the operative, and secure the safety of others-people passing below or near the scaffold.

Persons qualified to a recognised industry standard e.g. CITB (Construction Industry Training Board) or NASC (National Association of Scaffolding Contractors) must erect scaffolds. Persons not trained must not interfere with scaffold by altering or adjusting any of the components as this could easily cause the scaffolds to collapse. If any alterations or adjustments are required a trained Scaffolder must do them.

Care must be taken to see that a working platform and its scaffold are not overloaded. Materials should be distributed as evenly as possible with heavy items placed near to the standards as possible.

NEVER:

- Remove any tubes or fittings.
- Remove scaffold boards from a working platform.
- Erect another scaffold on a putlog scaffold, e.g. Steps or trestles.
- Over-reach when working from scaffold.
- Misuse a scaffold.
- Overload a scaffold.
- Leave loose materials, tools, etc., on a scaffold.
- Obstruct warning signs put on scaffold.

3.2.5 Mobile Elevating Work Platforms (MEWP's)

The mobile elevated work platform shall only be operated by authorised and certificated persons.

- Only use a mobile elevating work platform if you have been trained and authorised.
- Daily checks should be carried out on tyres, brakes, lights, fuel, power and for general defects in accordance with Manufacturer's instructions and ensure that safety devices fitted are working correctly.
- The safe workload for the machine should be displayed prominently and all test, inspections and examinations carried out at regular intervals.
- Emergency stops and isolation switches are clearly marked and that all operatives are aware of the emergency procedure for the platform.
- Ensure that the working platform can be accessed safely at ground level.
- Ensure you are aware of any overhead cables in the location you are going to work in.

- The platform should be kept clear of debris at all times.
- Before the platform is put into operation ensure that barriers, warning signs etc. are put in place.
- Ground conditions are critical to safe operation. Many platforms are fitted with outriggers and stabilisers and these must be used in accordance with Manufacturer's instructions.
- When the platform is not in use, it should be secured against unauthorised operation.
- In windy conditions follow the guidance from the Manufacturer for use of the equipment. Platforms generally should not be operated in wind exceeding 16MPH.
- A safety harness is to be worn by all persons using cherry pickers and in accordance with the risk assessment on scissor lifts.
- Only use the platform for the work intended. Don't take unnecessary risks.

3.2.6 Mobile Scaffold Towers and Podiums Towers

When ordering any form of mobile scaffold tower or podium from suppliers or, if hiring, ensure you obtain the correct item by carrying out the following checks:

- Height of tower required.
- Allowance for sufficient intermediate stages including:
 - Sufficient ladders provided.
 - Sufficient bracing including outriggers.
- Supplier's erection advise leaflet available.

3.2.7 Erection and Safe Use of Towers

- Ensure towers and podiums are always erected and dismantled as per advice leaflet and only by a competent person.
- Except when towers and podiums are being moved from place to place, caster brake wheels must be applied at all times.
- Wheels legs should only be wound to level the tower on uneven surfaces and not to gain extra height.
- When towers and podiums are being moved no person is to remain on the working platform (commonly known as tower surfing).
- Always close the gate of a podium when in use
- Towers and podiums must only be moved with force applied at the base.
- The height of the tower is not to exceed the recommend by the manufacturer.
- No person must climb up the outside of the tower.
- No tower in excess of 5m must be used without the structure FIRST being checked by an engineer.

3.2.8 Ladders and Stepladders

The Senior Contracts Manager / Site Manager is to ensure that only EN 131 Professional ladders / steps are used in the workplace.

- Ladders and stepladders must not be used to work from unless there is no other item of equipment available and no safer method of carrying out the works this should be decided by means of a risk assessment.
- Ladders and stepladders must be in good condition and of adequate length and strength for the work in progress.
- Whenever a ladder is used, it should only be sited on firm level ground and not leant against loose or fragile material or other equipment.
- The ladder must be footed by a second person, unless a proprietary device is fitted at the bottom, until a lanyard can be fitted at the top securing it to a suitable anchor point.
- When positioning a ladder, it must be sited away from excavations and placed at an angle of 75° (1m out for every 4m up). Ladders must be of suitable length with at least 1m of the ladder above the point of access or work area. Ladders of more than 9m in height are not to be used.
- Only one person may use a ladder / stepladder at a time and no equipment may be carried whilst climbing unless it is carried in a safe manner allowing the user to safely use both hands and feet. When ladders are used, the user must face the ladder at all times.
- Ladders / stepladders must be constructed of sound material and not used if they have any faults with them. Wooden ladders must not be painted.
- Stepladders may be used as a last resort as a temporary access but must be of a suitable height. No one should need to balance on top of a stepladder. As a rule of thumb, the waist should not go above the top tread of the ladder.
- Defective equipment must not be used at any time. If a defect is noticed, it must be reported to the Site Manager immediately.

Under no circumstances are EN131 Non-Professional ladders/steps to be used on site.

3.3 ACCIDENT REPORTING AND RECORDING

In compliance with The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013, the following procedures must be adopted by Company personnel when an employee, visitor or contractor is involved in an accident, incident or near miss.

In all the following cases where it involves a contractor or a contractor's piece of equipment, the Company's Senior Contracts Manager must be informed immediately. He will in turn inform the Managing Director who will decide whether to involve the Company's Health and Safety Consultants.

3.3.1 Introduction

The importance of accident, incident and near miss recording, reporting and response cannot be overstressed. The necessity arises from two fundamental requirements:

- Only if every accident, incident and disease is reported can action be taken to prevent recurrence.

- A record should be filed in case the accident needs to be reported to the Health and Safety Executive or the accident results in a claim for industrial injury benefit or a claim against The Company.

3.3.2 Near Miss Reporting

A near miss is an incident that has occurred but not resulted in injury or damage. The company will run a near miss system on a 'No Blame Culture' therefore encouraging personnel to report hazardous occurrences that may result in injury or damage. The importance of investigating near misses is to enable measures to be taken to prevent a recurrence which may result in injury or damage.

Where there is a near miss, the person identifying it is to report it, to the Site Manager, as soon as practical but within 12hrs and before leaving site on day of the near miss. The person witnessing the near miss must complete the relevant form and pass it onto the Site Manager who will take the necessary action to prevent the 'near miss' becoming the next accident.

The Site Manager is then to complete the relevant part of the near miss form to record the actions taken. On sites, the near miss report is to be filed in the site file, in the offices it is to be given to the Managing Director.

3.3.3 Minor Injuries

All minor injuries reported by employees and Subcontractors are to be entered into the accident book. They must be reported to the relevant Manager as soon as practical but within 12hrs and before leaving site on day of work. Where the accident occurs on site and the Principal Contractor wants their accident book completed, a record must still be made in the Company's accident book unless a copy of the original entry is taken.

3.3.4 Lost Time and Over 7 Day Accidents

Where an employee suffers a lost time accident, the Managing Director must be informed by the relevant Manager and kept up to date with the proposed date of returning to work. An accident investigation will need to be carried out to determine the causes so that measures can be put in place to prevent a recurrence.

Where the employee does not return to work for more than 7 days, not including the day of the accident, the Company Health and Safety Consultants will be informed and as directed by the Managing Director, will carry out the investigation. These must also be reported to the HSE under RIDDOR online within 15 days of the incident.

3.3.5 Specified Injuries

Where an employees or contractor suffers a specified injury or is taken to hospital with a suspected specified injury, the Senior Contracts Manager and Managing Director is to be informed immediately. The Managing Director will then in turn inform the Company Health and Safety Consultants who will carry out an investigation as directed.

Nothing is to be moved in the accident area unless instructed by the Managing Director or where it would otherwise put people at risk to leave it. If the accident area has to be disturbed, where it is feasible, take photographs or make a sketch first as this may help with the investigation.

Specified injuries are injuries such as:

- Fractures, other than to fingers, thumbs and toes.
- Amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding) which:
 - Covers more than 10% of the body.
 - Causes significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which:
 - Leads to hypothermia or heat-induced illness.
 - Requires resuscitation or admittance to hospital for more than 24 hours.

All specified injuries must be reported to the HSE's Incident Contact Centre immediately by telephone. This will be implemented by the Managing Director.

3.3.6 Dangerous Occurrences

Dangerous occurrences, as defined by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013, must be reported to the relevant Manager or the Senior Contracts Manager immediately. The Senior Contracts Manager is to report to the Managing Director as soon as practical but within 12hrs and before leaving site on day of the incident. These will then notify the Company Safety Consultants.

The area must not be disturbed unless the Managing Director specifies so, or to prevent further danger. Dangerous Occurrences must also be reported to the HSE under RIDDOR online within 10 days of the incident.

3.3.7 Dangerous Occurrences – Coronavirus

If something happens at work which results in (or could result in) the release or escape of coronavirus leading to people being exposed, you must report this to the Manager/Supervisor as a **dangerous occurrence**.

3.3.8 Disease

Any written diagnosis received from a doctor (e.g. medical certificate stating the type of industrial disease.) must be forwarded to the Managing Director immediately, together with a description of the type of work done by the person concerned to enable an investigation to take place. The company Health and Safety Consultants will then be contacted to advise whether it needs reporting to the HSE under RIDDOR.

Industrial diseases include, but is not limited to:

- Occupational dermatitis
- Weill's disease
- Psittacosis, histoplasmosis etc (from pigeons)
- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Tendonitis or tenosynovitis of the hand or forearm
- Hand arm vibration syndrome
- Occupational asthma
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent.

The Company Health and Safety Consultants will then be contacted to advise whether it needs reporting to the HSE under RIDDOR.

3.3.9 Disease – Coronavirus

If there is reasonable evidence that someone diagnosed with COVID-19 was likely exposed because of their work, the company Health and Safety Consultant will then be contacted to advise whether it needs reporting to the HSE under RIDDOR.

The Health and Safety Consultant may have to report this as an exposure to a biological agent under the HSE's disease report. Likewise, if a worker dies as a result of exposure to coronavirus from their work and this is confirmed as the likely cause of death by a registered medical practitioner, then you must report this as a death due to exposure to a biological agent using the HSE's 'case of disease' report form.

3.3.10 Fatal Accidents

In the event of a fatal accident, the Senior Contracts Manager and Managing Director will be notified immediately by telephone. The Managing Director will then immediately notify the HSE and Company Health and Safety Consultants.

Accidents resulting in death shall be reported concurrently to the local Police. **Do not** disturb the scene of the accident any more than necessary to make it safe for others to carry out an investigation (see below).

3.3.11 Reporting

Verbal reporting of the various types of incidents must be carried out within the timescales stated. All initial written reports are to be completed as soon as practical but within 24hrs after incident.

3.3.12 Notification to the Health and Safety Executive (H.S.E)

The reporting of injuries, diseases and dangerous occurrences in accordance with RIDDOR can be carried out by telephone or on-line depending on the nature of the injury / incident. Notification to the HSE will be carried out by the Managing Director.

Fatal Injuries - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). The type of circumstances where HSE may need to respond are:

- Following a work-related death.
- Following a serious incident where there have been multiple casualties.
- Following an incident which has caused major disruption such as evacuation of people, closure of roads, large numbers of people going to hospital etc.

If your incident fits these descriptions ring the Contact Centre.

Specified Injuries - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). The details that will be required are the same as that written on the F2508.

All other injuries – Online, go to www.hse.gov.uk and click on 'Report and Incident' then follow the on-line instructions.

3.3.13 Dealing with Casualties

Do not move a casualty who cannot move himself unless the casualty is in imminent danger. The relevant Manager must ensure that the casualty is dealt with as required by a qualified First aider until medical help arrives or they are taken to hospital.

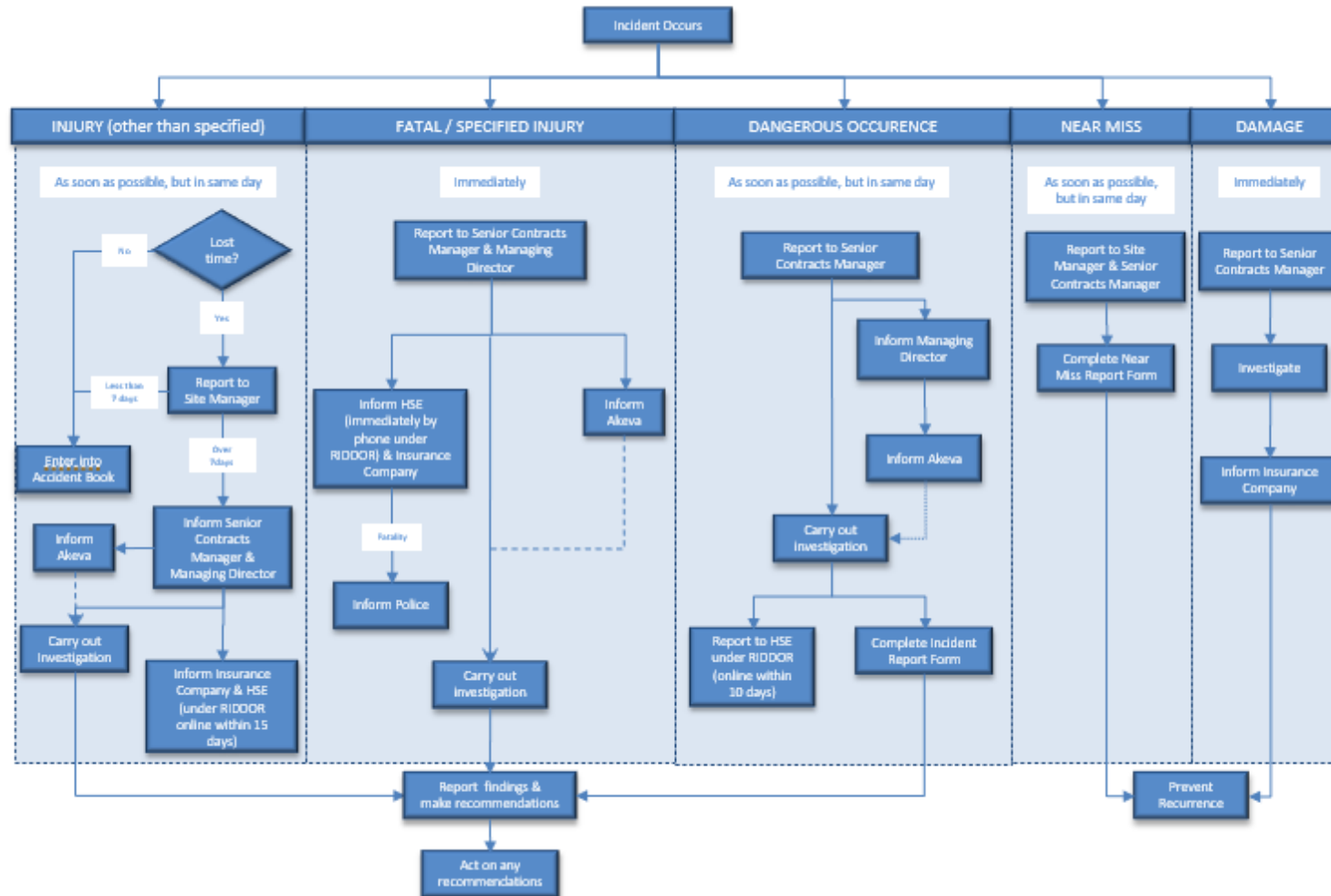
3.3.14 Emergency Services

The relevant Manager must ensure that the emergency services are contacted immediately in the case of serious injury. Where applicable, the Senior Contracts Manager will ensure that the Client is advised of the circumstance of the incident and the incident reported to the Client's / Principal Contractor in accordance with their site rules.

3.3.15 Accident Area

The accident area should be cordoned off and not disturbed any more than necessary (to facilitate safe removal of injured persons) until the accident investigators, i.e. the HSE, Police or our Safety Consultants, have carried out a full investigation. Do not clear away any evidence until given the 'all clear' by the Managing Director.

3.3.16 Accident Flowchart



3.4 ALCOHOL AND DRUG ABUSE

3.4.1 Introduction

Alcohol and drug abuse affect performance, conduct and relationships at work and at home and can lead individuals to harm both themselves and others. We are totally committed to the development and welfare of all those working for us and are concerned to ensure that any negative influence on performance, conduct or relationships will be treated professionally, sympathetically and effectively.

Under the Health and Safety at Work Act (1974) The Company has a duty to ensure the health, safety and welfare at work of all its people. Additionally, The Company has to comply with the Misuse of Drugs Act (1971) and notify the police if any persons working on our behalf are in breach of its provisions.

It must be noted that symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions, e.g. heat exhaustion, hypothermia, diabetes, etc. also the person may be affected by legitimate medication prescribed by a doctor.

These conditions, while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that may be considered therefore, if there is any doubt as to the person's condition or cause of their condition, medical advice should be sought immediately.

3.4.2 Our Policy

To make employees and contractors aware that they are not to:

- Report for work having taken drugs, or to use, possess, consume, store or sell drugs on or off site, including The Company's Ltd or client premises, during rest periods, and paid or unpaid breaks, or whilst participating in Company social events.
- or
- Report for work under the influence of alcohol or to possess or consume alcohol on or off site, including The Company's premises, during rest periods, and paid or unpaid breaks, or whilst participating in Company social events where the consumption of alcohol has not been authorised.

Any of the above circumstances will be considered gross misconduct likely to result in disciplinary action and may lead to dismissal.

3.4.3 The Aim of the Alcohol and Drugs Policy

- Minimise the problems at work arising from drug or alcohol use by helping to resolve any problems that may arise through the impaired performance of employees or contractors.
- Encourage everyone with a drug or alcohol problem to seek our help and to ensure that such problems are treated sensitively and in total confidence within the constraints of any legal requirements.
- Make employees and contractors aware that the taking of 'medical' drugs prescribed by a doctor/general practitioner may impair work performance and safety.
- Provide employees with general information (including details of organisations providing assistance to individuals with drug or alcohol-related problems) about the effects of drugs or alcohol on their own and others health and safety.

3.4.4 Responsibilities

All employees have a duty to make sure the policy is complied with, and all Managers and Subcontractors are responsible for the effective implementation of the policy.

3.4.5 Employee's Responsibility

All persons have a personal and individual responsibility to:

- Be familiar with this policy and the disciplinary implications of any breach of it.
- Ascertain from their doctor or pharmacist whether any prescribed or purchased medication has side effects, which may limit their ability to do their job safely or affect their performance at work.
- Inform our site management if any such medical drug is likely to affect their performance at work.
- Avoid colluding with or covering up for colleagues whose behaviour or performance at work is, or could be, affected by the taking of illicit or medicinal drugs or by the consumption of alcohol.
- Urge our employees and contractors to seek help if they have problems arising from the use of and/or abuse of alcohol or drugs.
- Approach their line manager if they believe they have, or are developing, a drug or alcohol-related problem.
- Seek counselling and /or medical treatment where appropriate.

3.4.6 Testing

Whilst there is no standard policy for testing employees, there may be specific areas of the business where testing is required in order to comply with either client or statutory obligations. Testing in the following circumstances may be necessary:

- During a pre-employment health screen
- Randomly during employment
- Following an accident or incident i.e. with cause testing
- As part of a medical referral

Where there is a requirement to carry out drug and alcohol testing, notification will normally be made during the recruitment process.

3.5 ASBESTOS

The Company does not deal with asbestos within their normal day to day operations. However, there may be times when, in the carrying out of our normal day to day works, that our employees or contractors come across asbestos containing materials (ACM's).

On sites, the Senior Contracts Manager will liaise with the client, prior to any works starting on site, to ascertain whether any type of asbestos is likely to be present on the site. Prior to commencing any contracts, any relevant pre-construction health and safety information will be obtained from the CDM Principal Designer. If details provided are inconclusive, then arrangements will be made to take and analyse samples of any materials which are suspected to be ACM's.

The Senior Contracts Manager will inform the Managing Director and a competent, licensed, contractor will be commissioned to carry out a survey and determine and action plan.

All information on the presence, or possible presence, of ACM's along with any working methods and control measures will be issued to the Senior Contracts Manager before work starts.

The company will ensure that all persons, working on its behalf and who may be likely to encounter asbestos containing materials, are adequately trained. In all cases if any ACM's are identified, employees and contractors are to be informed that work is to cease immediately and the Site Manager informed. The Site Manager is then to inform the Senior Contracts Manager who will instigate an investigation and take necessary action.

3.6 CARTRIDGE TOOLS

3.6.1 Hazards

- Eye or other injury
- Explosion

3.6.2 Planning Procedures

At tender or negotiation stage, the relevant standards will be taken into account. Risk assessments will be undertaken for the work and the necessary control measures planned. Where applicable the requirements of the site Health and Safety Plan will also be met.

The Senior Contracts Manager will:

- Ensure that only cartridge tools of low velocity indirect type are used on site, and Subcontractors are informed of this policy.
- Arrange for all operatives who will be required to use cartridge tools on site to be trained by the cartridge tool manufacturer's representatives and certificates obtained which will be maintained on site. Those operatives must have adequate colour vision.
- Ensure suitable storage facilities are provided where cartridges are stored.

3.6.3 Training and Information

Training and information is to be provided for any operative required to use this equipment and any person who is involved in the storage and issue of equipment and cartridges etc. Refresher training must also be provided to maintain and enhance competence in the use of this equipment.

3.6.4 Monitoring

The Site Manager will:

- Ensure that only persons who have been trained and are in possession of a certificate are permitted or required to use cartridge tools on site.
- Ensure that, where necessary, all cartridges are stored on site in the storage facilities provided.
- Ensure that all cartridge tools brought on site by Subcontractors are of the low velocity indirect type.
- Ensure that sufficient and suitable eye protection is available and issued when required.
- Ensure that the requirements of the risk assessment(s) and Health and Safety Plan are being implemented.

3.6.5 Control Measures

All persons on site are to comply with the following:

- Only operatives who are trained and authorised will use this equipment.
- Only low-velocity indirect type tools will be permitted on site.
- Tools and cartridges will not be left unattended and will be returned to the store when not required for use. They will be kept in the lockable box provided and not stored loose and taken on to site in that box when needed.
- Eye protection will be available and used when these tools are being operated.
- Equipment will be regularly inspected and maintained. Any defects will be reported and the equipment not used until repaired.
- Instructions for use will be kept available in the box for each tool.
- Operators will ensure that the work area is clear of other persons when using these tools. This is especially important when penetration could go straight through the materials.
- Safety helmets and ear defenders must be worn if necessary.
- Pin and cartridge must be selected as suitable for the work being done.
- Splinter guards must be fitted and used where appropriate.
- Ensure work is carried out from a firm and stable position.
- Cartridge tools should not be used where there is likely to be flammable vapours or gases, or there is a risk of a dust explosion.
- In the event of a misfire, follow the manufacturer's instructions exactly.
- The safety consultant must be asked for advice where there is any doubt on precautions required or difficulty experienced in obtaining training from cartridge tool manufacturers.
- Ensure other control measures identified in the risk assessment(s) for the work have been implemented.

3.7 COMPANY APPROACH TO CDM

Under the Construction (Design and Management) Regulations 2015 we shall ensure that our works are sufficiently planned taking into account the risks identified to us by the Client or Principal Designer.

We will be proactive throughout the pre-construction and construction phases to ensure that our methods of works are prepared in advance of planned start dates.

As our work may require us to take on the role of the Principal Designer and Principal Contractor, we will cooperate with any requirements placed on us and strive to ensure that effective communication starts and continues throughout a project. Co-operation will extend to all other parties and contractors who may be affected by our works or whose works may affect our employees.

We will ensure that all such information as is necessary for inclusion in the Health and Safety File is passed on as it becomes available or within the time scales allocated by the Principal Designer to enable them to meet their legal obligations.

3.7.1 Control and Co-Ordination

Our Safety Policy, site rules and the overall way in which the site will be managed with regard to safety, health and welfare will be established at a pre-start safety meeting with the Client / Principal Designer or our Subcontractors. It is vital that the agreed arrangements are reviewed at the first project meeting so that site management can deal immediately with any difficulties at an early stage. Our Senior Contracts Manager will ensure that there is effective co-ordination of our work occurs. Clear lines of communication will be established and maintained between us and the Client / Principal Designer. Safety, health and welfare will be included on all project meeting agendas.

As part of the duties under the CDM Regulations, we must have arrangements in place for ensuring that our work is co-ordinated with the work of other contractors where our work overlaps. In addition, we may work in premises where the client or some other employer continues its activities alongside construction work. In both cases, arrangements are to be agreed at the beginning of work on site, and regular site meetings will be held to monitor the arrangements, and to review the agreements. These arrangements will be described in more detail in the Construction Phase Plan.

3.7.2 Monitoring

Site monitoring by AKEVA may be carried out as requested by the Managing Director / Senior Contracts Manager. This is in addition to the regular daily and weekly inspections carried out by Site management. Contraventions of statute law, regulations, codes of practice and site procedures will be dealt with firmly and consistently by Site management.

3.7.3 Training and Information

On-site Training and information will be necessary for our personnel so that they are aware of the hazards and risks to health and safety on site. It is considered necessary for all operatives to attend a Safety induction prior to beginning work on site. Close liaison with AKV will establish the overall training needs on individual sites.

3.7.4 Records

We will ensure that all records of examination and inspection are carried out and copies passed to the Client / Principal Designer, where applicable. All accidents and dangerous occurrences will be reported to HSE (Incident Contact Centre). Where necessary, a thorough investigation will be carried out.

3.8 CONSULTATION WITH EMPLOYEES

It is a requirement of the Health and Safety (Consultation with Employees) Regulations 1996 for employers to consult with employees on matters relating to health and safety. These regulations complement the Safety Representatives and Safety Committees Regulations 1977, which place duties on employers to consult with safety representatives who have officially been appointed as such by the trade unions.

The Company will inform its employees of their rights to be represented by a safety committee and, if requested, will form a committee in accordance with the above legislation. If requested, the company will ensure periodic meetings are held with employees to discuss health and safety issues.

Employees will be consulted by the site management, on matters regarding their health and safety, following toolbox talks or inductions.

3.9 CONTROL OF CONTRACTORS

Contractors are sometimes appointed to carry out work on behalf of the Company. It is the policy of the Company that only approved contractors will be employed.

3.9.1 Approval of Contractors

Before contractors are considered for the 'Approved Contractors List', they must complete a questionnaire which will be sent out by the Senior Surveyor. Once the questionnaire and relevant documentation have been returned, it will be assessed and determined whether the contractor can be added to the list and, if so, what level of supervision is required.

The list of approved contractors will be consulted prior to appointing a contractor to carry out work on behalf of the Company.

3.9.2 Requirements of Contractors

Contractors will be required to comply with the following requirements which will be explained to them at any pre-contract meeting with the Contract Manager.

All contractors will be required to:

- Work in compliance with the contents of this document and any additional site rules that are been put in place on each site.
- The relevant managers of each contractor will be required to develop a site-specific method statement and risk assessment for all their works. All documentation is to be provided to the Senior Contracts Manager at least one week prior to the works commencing on site.
- In addition to the method statement and risk assessment, the following documents must also be supplied before works can commence on site:
 - Copies of relevant CoSHH, noise, vibration, manual handling assessments
 - Copies of any relevant certificates of competence
 - A copy of the company's insurance certificates.
 - Copies of any equipment test certificates
 - Any other document asked for by the Senior Contracts Manager
- All contractor's personnel will be required to attend a site-specific induction where they will be explained the rules of the site and the requirements from the method statement and risk assessments.
- The site induction is to be followed by a specific induction given by each contractor covering their own methods of work, identified risks and control measures, emergency procedures etc. Proof of this induction having been undertaken is to be given to Construction Management's Site Manager.

Contractors are to ensure that they, or their personnel, are competent to carry out the works for which they have been contracted to undertake. Where required they are to supply evidence of this competence as mentioned above.

At any time that it is deemed by the Company that a contractor has failed to carry out work as determined by the method statement or has totally disregarded the requirements of the health and safety policy, that contractor may be asked to leave site immediately.

3.9.3 Management of Contractors

The Managing Director/ Senior Contracts Manager for The Company is to ensure that all the relevant documentation is reviewed and approved prior to the contractor commencing works on site. They are also to ensure that the contractor is aware of and complies with the 'Health and Safety Rules for Contractors'.

3.10 ELECTRICAL TOOLS AND EQUIPMENT

3.10.1 Hazards

The main hazards associated with this equipment include: -

- Electric shock
- Unguarded machinery
- Tripping
- Fire

3.10.2 Planning Procedures

When planning work with electrical tools or equipment the relevant standards and the requirements of the Health and Safety Plan for the site must be adhered to. The use of such equipment must be taken into account when carrying out the task risk assessment.

All electrical equipment on the Company sites or other workplaces will be supplied, installed, maintained or used in accordance with the relevant standards. Portable electrical appliances are electrical items that can be easily disconnected from the power source and moved from one location to another. To ensure the safety of persons using portable appliances, it is Company policy that all new portable appliances, or used appliances new to the company, are tested before first being put into use.

Once an initial test has been carried out by a competent person, subsequent tests will be carried out at the following times:

- Office equipment (except computers) - annually
- Computers - 3 yearly
- Site office equipment - on set up of site then 6 monthly
- Site tools and equipment - 3 monthly

The responsibility for arranging for PAT testing in the office will be down to the Managing Director, for site equipment it will be the Sites Managers.

3.10.3 Site Procedures

The Site Managers will:

- Inform the Principal Contractor of any temporary electrical supply that is needed.
- Ensure that all power tools provided for use on site or other workplace are in accordance with the relevant British Standards and have been PAT tested.
- Ensure that no power tools or electrical equipment of greater voltage than 110 volt (CTE) are used on site. Lower voltage tools, lighting, etc. may be required in damp or confined situations.

- Ensure all Subcontractors are informed of the Company policy on the use of electricity on site and that they will be expected to comply with these requirements.
- Ensure that formal weekly visual inspections are carried out on electrical equipment on site.

3.10.4 Training and Information

Training and information will be provided for employees who are required to inspect, repair or maintain equipment. In most circumstances, only competent electricians will be authorised to carry out repairs or maintenance and to carry out installation work. Regular refresher training to maintain and enhance competence for the work and the safety requirements for working with electricity will also be provided.

3.10.5 Monitoring

The Site Managers will:

- Carry out spot checks to ensure that all site personnel under their control carry out daily checks on the electrical equipment they are to use.
- Ensure that all sub-contractor's equipment is in good condition and in accordance with the relevant British Standards before permitted for use on site. Evidence of recent inspection and testing of all electrical equipment should be available before the equipment is used.
- Take immediate action against any person or sub-contractor abusing or incorrectly using electrical equipment on site.
- Ensure that all power cables are installed clear of access ways.
- Ensure that any portable generator or other electrical equipment fitted with an earth rod has the earth rod and connection maintained in good condition.
- Ensure that only authorised persons are permitted to repair or alter electrical equipment.
- Arrange for immediate action to be taken to have defects remedied by a site electrician or hire Company, as soon as they are reported. Prevent the use of faulty equipment by removing it to a secure place and label it clearly as being defective.

3.10.6 Operational Procedures

Anyone using electrical equipment, on site or in offices, must ensure:

- All cable connections must be properly made. Under no circumstances will insulation tape alone, be used to protect any repair or join in extension cables. An authorised person will only do work on equipment.
- That only 110V equipment (or less) is used on site.
- The correct extension cables will be used, to cope with wet and rough conditions. Extension cables will be minimised by the provision of adequate numbers of socket outlets. Extension cables, when used, will be routed so as not to cause tripping of similar hazards.
- Users of electrical equipment are to check the appliances before use for any sign of damage and report defects immediately. The following items need to be checked in relation to electrical items:
 - The cable / lead for any signs of damage, breakages, repairs.
 - The plug for signs of damage or scorching.
 - The equipment casing for signs of damage.
 - All control buttons / switches to ensure they work correctly.
 - Ensure there is an in-date sticker showing the date of the last test.

- Portable generators are regularly inspected and tested. If fitted with an earth rod, then the connections must be maintained in good condition.
- That if anything goes wrong, the equipment is switched off and disconnected from the power supply.
- No-one lifts or pulls equipment by the cable; the connections may become broken and create a hazard.
- Cables are routed so as to be protected from damage.
- Other control measures identified on the risk assessment must also be implemented.

3.11 ENVIRONMENTAL MANAGEMENT

The Company realises that the works carried out on their behalf will have some impact on the environment. Environmental hazards will be assessed as part of the site-specific risk assessment and will be monitored in accordance with our monitoring procedures.

The Company is committed to maintaining high environmental standards throughout work operations. Every contractor is required to take all reasonably practicable steps to ensure that work is carried out in an environmentally safe and efficient manner in accordance with the law and the procedures laid down by the company and with due regard to the environment.

3.11.1 Environmental Impacts

The main environmental impacts from the company's activities are as follows:

- Air pollution
- Energy and fuel consumption
- Noise
- Waste

3.11.2 Air Pollution

Emissions to air from some of our activities may contribute to air pollution which may impact on human health, ecosystems and the physical environment on both a local and global scale. The company realises that it contributes to air pollution whilst carrying out its undertakings.

The company will therefore adopt a policy to reduce the amount of air pollution caused by: -

- Avoiding unnecessary movements of vehicles
- Vehicle sharing
- Taking emissions into account when purchasing equipment
- Using battery / electrical equipment rather than petrol driven equipment
- Recycling rather than incinerating waste
- Controlling the amount of dust produced

3.11.3 Energy and Resource Consumption

The company are aware that to carry out their undertakings they need to utilise many of the earth's resources, whether directly or indirectly, and that the use of the resources will impact on the various environmental receptors.

In order that the company can play a part in sustainable development, it will continue to look into ways of reducing energy and resource consumption. In so doing the company will minimise waste by recycling materials such as:

- Construction wastes
- Office materials - paper and printing cartridges
- Waste electrical and electronic equipment
- Packaging materials

The company will endeavour to use low energy equipment and, in addition, encourage staff to switch off electrical equipment and machinery when not in use.

3.11.4 Noise

The company recognises that noise can be a very sensitive issue and is a source of nuisance from works being carried out on its premises and sites. Where practicable, all works on site will be planned in accordance with the planning requirements.

Wherever practical, all activities will be undertaken within the ambient noise level existing in the vicinity of the site. To help meet this objective, a noise survey will be carried out in areas of concern to establish background noise levels before commencing operations. This will be especially important when operating near hospitals, schools, residential areas and places of work.

The company will endeavour to purchase machinery and equipment which emit low levels of noise. Where our activities will cause increased noise levels that may be perceived as a nuisance, we will use the quietest machinery at our disposal. To minimise noise levels the machinery will be properly maintained to further mitigate the transfer of noise.

3.11.5 Waste Management

All personnel, particularly Line Management, are responsible for minimising waste through recycling.

Under the *Environmental Protection (Duty of Care) Regulations 1991* and the *Hazardous Waste Regulations 2005(9)* the services of competent contractors will be employed to dispose of any wastes which cannot be recycled by us.

Waste is defined in the Waste Framework Directive (2018) as:

Any substance or object which the holder discards or intends or is required to discard.

The company recognises its responsibilities under *Part 3 of the Environmental Protection Act 1990* and will, as far as reasonably practicable, take suitable measures to ensure that any works carried out on its behalf do not cause a nuisance to the local community or the environment by controlling the spread of litter.

The Senior Contracts Manager is responsible for identifying the waste that will be produced and inform the Principal Contractor so that it can be included in any Site Waste Management (as applicable). The Senior Contracts Manager / Site Manager will arrange for any necessary segregation and disposal.

The carriage of controlled building waste by road is governed by The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991. The Environmental Protection (Duty of Care) Regulations 1991 are also applicable. These regulations originate from the Environmental Protection Act 1990.

If the company utilises an outside waste disposal contractor, the contractor must be licensed in accordance with The Waste Management Licensing Regulations.

3.11.6 Environmental Emergency Procedures

It is the policy of Construction Management that all environmental incidents, no matter how minor, must in the first instance be reported by telephone to the Managing Director. The Managing Director must be informed before contact is made with the Environment Agency.

A decision will be made on whether he will visit the location and carry out an investigation and write the subsequent incident report or whether the onus will fall upon the relevant Senior Contracts Manager to complete the Environmental Incident / Non-conformance Report Form.

An environmental incident is defined as:

- Any failure which leads to a spillage, fire, uncontrolled or unplanned emission resulting in damage or pollution to the environment.
- Any complaint or enforcement action by a statutory body.
- Any complaint from the public relating to an environmental impact resulting from any activities undertaken by Construction Management or one of its contractors.

3.11.6.1 Immediate Action

As soon as an environmental incident occurs, the individuals nearest will take the necessary actions to prevent the situation from worsening, i.e. spread of pollutants. At no time should anyone compromise their own safety.

Further actions must be to:

- Identify the substance involved and refer to the safety data sheet / CoSHH assessment.
- Put on appropriate personal protective equipment.
- Isolate spill by blocking pathways to drains, surface waters and open land.
- Contain spills with appropriate absorbent materials (granules, pads, sand, sawdust etc.).
- Inform Site Manager.
- The Site Manager is to inform the Senior Contracts Manager and take responsibility for clean-up.

3.11.6.2 Investigation

All environmental incidents will be investigated by the Managing Director. Assistance may be sought from the company's Health and Safety Consultants or other outside agency.

As part of this investigation, the following actions should be taken:

- Take photographs.
- Take initial statements from those involved and / or witnesses. More in depth ones can be collected at a later date.
- Take notes, diagrams, etc. of the scene of the incident.

3.12 EXCAVATIONS AND GROUNDWORK

All excavation work will be carried out in accordance with Regulation 22 of The Construction (Design and Management) Regulations 2015.

3.12.1 Hazards

The main hazards created by excavations and groundworks are:

- Collapse of the sides.
- Materials falling onto people working in the excavation.
- People and vehicles falling into the excavation.
- The undermining of nearby structures.
- Contact with underground services.
- Water ingress.

3.12.2 Planning Procedures

When planning to carry out excavations or groundworks, the Site Manager / Senior Contracts Manager must ensure that:

- A risk assessment has been carried out to establish the risks from the hazards mentioned above.
- If personnel are to enter the excavation and there is insufficient room to batter back the sides, suitable supports will be needed.
- Arrange for suitable and sufficient edge protection to ensure that people, vehicle and materials cannot fall into the excavation.
- Carry out an investigation to determine whether any underground services are present. Local service providers should be contacted and cable avoidance tools used by competent persons.
- Ensure that a suitable distance is left when excavating near to structures or pylons. If this is not practical, then competent advice must be sought to ensure the continued stability of the structure and the excavation.
- Ensure that a suitable means of access and egress is available for anyone working in the excavation.
- Determine whether measures need to be taken to establish whether there is a presence of gas or other harmful vapours, odours etc. If so, suitable monitoring equipment must be provided and relevant training given to personnel.
- Establish a safe system of work.
- Introduce a permit to dig system where the works are of high risk.

3.12.3 Training and Information

When carrying out excavations or groundworks, competent persons may be required for the following:

- Use of cable avoidance tools.
- Reading of service diagrams.
- Use of permit to works systems.
- The use of gas monitoring equipment.

3.12.4 Monitoring

Regular monitoring of the excavation needs to be carried out by the Site Manager to ensure that continued stability is maintained. Excavations must be checked and a record made in the Site Safety File:

- Before the start of every shift
- After any occurrence, likely to affect the stability.
- After any collapse
- If a gas monitor is used, it is to be monitored in accordance with the manufacturer's instructions.

The Site Manager must ensure:

- The safe digging plans are checked before starting and that a relevant permit has been obtained from the Principal Contractor.
- That cable locating devices are used prior to carrying out any excavating work.
- That if underground services have been identified, ensure that trial holes are hand dug first to establish exact depth and location.
- That no structures are undermined.
- That the excavation is adequately supported before anyone is permitted to enter.
- That excavations are adequately protected to ensure that people or machinery cannot fall in.

3.12.5 Emergency action:

If damage or leakage is caused or an escape of gas is smelt or suspected:

- Remove all personnel from vicinity.
- Prohibit smoking.
- Extinguish all naked flames or source of ignition (hot works, engines, electrical power) within 25 metres.
- Inform Site Manager / Senior Contracts Manager.
- Inform local gas authority.
- Inform client.
- Prevent approach of public or personnel.
- Assist gas personnel, police and fire service as required.
- Inform Company Health and Safety Consultant via Head Office.

If in doubt, seek advice from local gas authority, whose telephone number for emergencies and enquiries can be found in the directory under GAS.

3.13 FIRE POLICY AND PROCEDURES

The policy and procedures for the control and management of fire risk reflects the requirements of the Regulatory Reform (Fire Safety) Order (FSO) 2005. In accordance with the FSO, the 'Responsible Person' for the Company will be the Managing Director. On site this role will be fulfilled by the Senior Contracts Manager.

3.13.1 Duties of the 'Responsible Person'

It is the duty of the 'Responsible Person', under the Regulatory Reform (Fire Safety) Order 2005, to ensure that all the requirements are put in place. The areas that need to be taken into account are:

- Fire risk assessments
- Fire training for employees
- Fire procedures
- Fire detection and alarm systems
- Means of escape
- Records of fire tests

3.13.2 General Fire Precautions

In the event of fire, it is the policy of the company that safety of life shall override all other considerations, such as saving property and extinguishing the fire. The company refutes the notion that the alarm should only be raised in the event of a large fire.

All employees are empowered to take this action if they believe there is a fire and authority need not be sought from any other person. The company will always support employees who operate the fire alarm system in good faith, regardless of whether or not the fire was a threat to life or property.

The 'Responsible Person' will ensure that suitable fire precautions have been developed for each workplace which are suitable and sufficient for that workplace. These fire precautions will then be communicated to all persons working in the premises with suitable information provided for visitors.

3.13.3 Risk Assessments

On site, individual Contractors may be required to carry out their own fire risk assessment; this will be determined and enforced by our Senior Contracts Manager. Fire risk assessments on site will need to be regularly reviewed, as the contract progresses, to determine their validity.

3.13.4 Fire Fighting Equipment

Where risk assessments for the work require fire-fighting and other emergency equipment to be provided it will be planned for meeting the relevant standards as appropriate.

The requirements of any Health and Safety Plan and or Emergency Plan will also be planned for meeting the specification for equipment. Procedures for the inspection and maintenance of the equipment will be developed along with the requirements for periodic testing and evaluation of emergency procedures.

3.13.5 Training and Information

All personnel must be provided with training and information on the emergency procedures relevant to their place of work. Specific personnel will be trained as Fire Marshalls so that they are competent to deal with situations likely to arise in the course of their work. Relevant refresher training will be undertaken to maintain and enhance competence.

Fire drills on site will be carried out by the Site Manager.

Records of all training undertaken, and instruction and practice in emergency procedures will be kept to comply with statutory requirements.

3.13.6 Monitoring

The Managing Director / Site Manager will:

- Ensure that the requirements for firefighting and emergency equipment necessary for the work and/or site are available.
- Ensure that the equipment is inspected and maintained in accordance with the defined procedures and the appropriate records maintained.
- Ensure that personnel involved in the work are trained and competent to use firefighting and emergency equipment.
- Ensure that discharged fire-fighting extinguishers and other emergency equipment are returned to an operational state as soon as practical after use.
- Ensure that all personnel understand emergency procedures and that procedures are evaluated as appropriate to the circumstances prevailing at each work site.

Regular monitoring in the office will include:

- Fire exits - weekly
- Fire extinguishers - visual - weekly
- Inspection - annually
- Fire alarm systems - weekly
- Emergency lighting - monthly

3.14 FIRST AID ARRANGEMENTS

The prevention of accidents at The Company is everyone's responsibility, and each member of staff should ensure that they are familiar with any special instructions relevant to the area(s) in which they work for the proper handling of emergency situations.

3.14.1 Planning Procedures

The Managing Director and Senior Contracts Manager will ensure that any necessary first aid arrangements will be arranged for each workplace depending by the expected risk environment, employee/contractor population, available local hospital facilities, etc.

An assessment of first-aid needs will be carried out. It will involve consideration of the workplace hazards and risks, the size of the organisation and other relevant factors, to determine what first-aid equipment, facilities and personnel should be provided.

The Senior Contracts Manager must:

- Ensure that the first aid trained personnel are competent to deal with the types of injuries that could be sustained from the Company's work; and
- Obtain confirmation, in writing, that the facilities will be provided by others.

In order to meet the requirements of the Health and Safety (First Aid) Regulations 1981 for the provision of suitable person(s) to administer first aid, the Company will ensure that sufficient numbers of trained and certificated 'suitable persons' are available in each work location.

The Company will establish the necessary procedures and arrangements to:

- Communicate the first aid facilities to all persons on-site through the site/company induction.
- Communicate the names of first aid trained persons to all persons in the workplace.
- Ensure that first aid materials are replenished when used.
- Arrange all necessary first aid equipment, with guidance from the safety adviser if needed.

All personnel will be given a handbook which details the actions to be taken in the event of an injury as well as the contact numbers specific to each contract. All personnel will also be given a personal first aid kit.

3.14.2 Training and Information

Appropriate first aid training and refresher training for personnel who have been deemed suitable will be provided to ensure that competence is established and maintained. If work processes require additional specialised first aid provision, then appropriate personnel must be trained for that requirement. Sickness and holiday cover will be taken into account.

3.14.3 Monitoring

- The relevant Manager will ensure that all arrangements for first aid are established and that they are used and maintained to the required standards.
- The Senior Contracts Manager will ensure that all certification remains current and must highlight any requirements for refresher training.
- All personnel have the responsibility of informing the relevant Manager if any of the items in their first aid kit is used or goes out of date.

3.14.4 First Aid Arrangements

The first aid arrangements made for the site / workplace in question must reflect the likely circumstances in which an employee, visitor, or contractor could be injured or become ill at work.

Arrangements should include:

- The nomination of 'suitable person(s)' trained and certificated to 'first aid certificate level by an approved organisation e.g. St John's Ambulance, British Red Cross etc. Suitable person(s) must be available whilst work is being undertaken on the site.
- Means of communicating the arrangements made to all employees, visitors, and Subcontractors with reference to the emergency plan (fire and evacuation) where appropriate.
- A means of recording on a suitable form the first aid treatment given. This should include patient's name/address, patient's occupation, date of entry, date/time of accident, place/circumstances of the accident, injury details and treatment given, signature of person making the entry.
- The maintenance of first aid materials at appropriate levels.

3.15 HAND ARM VIBRATION SYNDROME (HAVS)

3.15.1 Hazards

Workers whose hands are regularly exposed to high levels of vibration may suffer from several kinds of injury to their hands and arms. These injuries may include impaired blood circulation and damage to the nerves and muscles. These injuries, or conditions, are commonly and collectively known as '*Hand Arm Vibration Syndrome*'.

3.15.2 Planning

Prior to carrying out any work with tools or equipment which are likely to present a risk, the Senior Contracts Manager / Site Manager must:

- Identify which operations are likely to be exposed to excessive vibration.
- Where practicable avoid exposure by using equipment other than vibratory equipment, by changing the method of work or by using low / anti-vibration equipment.
- Where the use of vibrating equipment cannot be avoided, carry out a suitable risk assessment to determine the exposure times according to the equipment being used.
- Anti-vibration gloves are to be obtained and given to personnel who will be exposed to such equipment.
- Inform the operators of the equipment the findings of the risk assessments and any required control measures or maximum exposure times.

3.15.3 Training and Information

Prior to any works commencing with such tools or equipment, the manager is to give a toolbox talk on the risk associated with excessive use of vibrating equipment and how to reduce the risk of contracting hand arm vibration syndrome. Site personnel are to be trained on how to recognise the symptoms from such tools and informed of whom to report it to.

3.15.4 Monitoring

A register is to be kept on site detailing how long personnel have been exposed to vibrating equipment and how long a rest period they have taken between each period of exposure. The Site Manager is to ensure that the register represents a true account of the exposure times.

3.15.5 Control Measures

Where personnel are using vibrating or percussive tools, they must:

- Adhere to the exposure and rest times identified in the risk assessment.
- Complete the site register for monitoring exposure times.
- Maintaining blood circulation by:
 - Wearing gloves.
 - Avoiding pneumatic exhausts which discharge towards the hands.
 - Allowing operatives to warm up before starting work and helping them to stay warm.
 - Wearing warm, weatherproof clothing for cold wet areas.
 - Avoiding or cutting down on smoking (smoking reduces blood circulation).
 - Wearing warm, weatherproof clothing for cold wet areas.
 - Massaging and exercising fingers during work breaks.
- Report to the Site Manager any symptoms experienced whilst operating equipment.
- Attend any health assessments that have been organised by the employer in accordance with the risk assessments.

3.16 HAZARDOUS SUBSTANCES

The Control of Substances Hazardous to Health Regulations 2002 imposes duties on every employer to identify all substances in use and to assess the risk to their employees (and others) from the substance, taking into account the manner in which it is being used, the quantities involved, and the possible numbers affected.

The work of the Company, its employees and contractors bring us into daily contact with substances, which, to varying extents, are hazardous to health. Our general policy on dealing with these substances is given below:

- Exposure to substances hazardous to health will be prevented where possible, or adequately controlled by suitable protective or preventative measures.
- As far as practicable, the control shall be by means other than the provision of personal protective equipment. Where required, however, adequate and appropriate protective equipment or clothing shall be supplied.
- It is important that employees receive adequate information, instruction and training in order for them to be aware of the risks to health from exposure to a substance, and the precautions and control measures that should be provided and carried out.

3.16.1 Planning Procedures

Where practicable, the Company will avoid the use of substances hazardous to health by finding an alternative method. Where this is not practicable and hazardous substances are used, a relevant safety data sheet will be obtained from the supplier so that the Senior Contracts Manager can carry out a CoSHH assessment or arrange for one to be carried out.

Where the above-mentioned personnel do not feel competent enough to carry out a CoSHH assessment, the company safety consultant will be engaged to provide written assessments and advice on precautions

required with any substance where any risk to health is known or suspected. The details of assessments will be kept in a suitable register.

The findings of all CoSHH assessments are to be verbally communicated to those using, or who could be affected by, them. This is to be carried out by the Site Manager / Subcontractor's Supervisor along with the requirements of task risk assessments and method statements, prior to works commencing. A record of the communication process is to be made and copies of the assessments made available to those using it or managing the process.

The Site Manager / Subcontractors Supervisor will:

- Verbally communicate the findings of the CoSHH assessment to those using the substance or those who could be affected by them. This communication is to be carried along with the requirements of task risk assessments and method statements and must be done so prior to works commencing.
- Make a record of the communication process.
- Ensure copies of the assessments are available to those using the substance or managing the process.

3.16.2 Training and Information

All operatives engaged in any process involving the use or handling of any hazardous substance must be given full instructions and any necessary training and information on the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required. Regular refresher training must also be provided to maintain and enhance competence in handling or using these substances.

3.16.3 Monitoring

The Site Manager will ensure that the written assessment, control measures and other information is on site and that all procedures planned to handle or use any hazardous substance or process are carried out fully and that any equipment, hygiene measures, and protective clothing are provided and maintained as required.

Note: The Site Manager is, under no circumstances, allowed to let any substance be used unless a CoSHH assessment has been carried out and communicated.

3.16.4 Control Measures

The following rules apply to the handling, transporting and use of all substances. Special precautions relating to specific products are given in the specific written assessments.

- Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided. Wear protective equipment and clothing supplied. Always observe good industrial hygiene practice.
- Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
- Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
- Store all products in ventilated areas away from extremes of temperatures and environment.
- Clean all spillages instantly and dispose of waste and used containers properly.

- Except for transport in closed packages, materials must be handled only by authorised personnel.
- Ensure the correct equipment for handling the products is available.
- Chemicals must not be decanted into a separate container unless the container is correctly labelled, and suitable for storage of that chemical.
- If any person handling the materials shows symptoms that may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
- Read the data sheet, container labels and detailed health and safety information before using any products.
- **No hazardous substances are to be used if there is no CoSHH assessment available.**

3.17 MANUAL HANDLING AND LIFTING

3.17.1 Standards required:

The Manual Handling Operations Regulations 1992 apply to any situation where a load has to be moved by hand or bodily force.

The regulations state “A person shall not be employed to lift, carry or move any load so heavy as to be likely to cause injury to him”.

3.17.2 Planning

The Company will, as far as reasonably practicable, reduce the risk of injury through manual handling operations to all employees by:

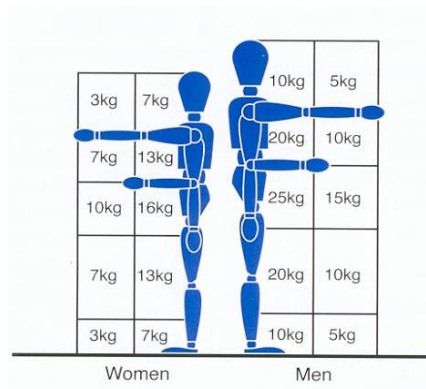
- Avoiding, where practicable, the need to lift items manually or failing this by:
 - Assessing the operations which pose a significant risk of injury.
 - Ensuring all persons are given suitable manual handling training.

The company realises that some tasks may have to be postponed until the appropriate number of persons are available to safely carry out the task (the average male should not lift more 25kgs manually and never lift more than they are comfortable with).

It is the Policy of the Company that a preliminary manual handling assessment is to be carried out as part of the general risk assessment. Where this identifies that there is a significant risk from manual handling a more detailed assessment will to be carried out by the Site Manager / Subcontractor Manager who has been trained in risk assessments. The manual handling assessment will be recorded.

A detailed assessment will need to be carried out if the preliminary assessment shows that the manual handling task involves:

- The lifting or lowering of a load which is unstable, difficult to grasp or greater than the weights identified in the adjacent figure or the operation is carried out where there are adverse working conditions; or
- The carrying of a load, with a weight exceeding those stated in the adjacent figure and the distance exceeding 10 metres without rest; or
- The pushing or pulling of a load should not exceed:
 - Force to stop or start the load 20kgs for men or 15kgs for women;
 - Sustained force to keep the load in motion 10kgs for men or 7kgs for women; or
- The lifting of a load, weighing more than 5kg load for men or 3kg load for women, from a seated position.



Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued to the site on the handling of these loads.

All staff will be given training in the correct methods of handling and lifting loads as part of their normal site safety training.

3.17.3 Training and Information

All persons involved in manual handling operations will be trained in the relevant procedures. Regular refresher training will also be provided to maintain and enhance competence in manual handling operations.

Training will be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

3.17.4 Monitoring

The Site Manager will:

- Ensure any persons required to complete manual lifting work have been given and have understood training on manual handling and associated lifting techniques.
- Ensure a Manual Handling assessment has been completed for the manual handling operation in question.
- Ensure that the required control measures for the works are being implemented.
- Instruct any operative in the correct handling and lifting of loads as required.
- Ensure that a supply of suitable gloves is available for issue as required for the handling of materials, which could cause injuries to the hands.
- Enforce the wearing of safety footwear and managerial staff will caution any employee or sub-contractor wearing unsuitable footwear.
- Ensure that no operative, particularly a young person is required to lift without assistance a load, which is likely to cause injury.

- Re-assess any manual handling operations which an employee has reported as being too difficult, unachievable or they do not feel comfortable with.

3.17.5 Control Measures

Anyone carrying out manual handling operations must:

- Wherever possible use mechanical means to lift and transport items.
- Where the use of mechanical equipment is impracticable, sufficient persons must be available to lift the relevant load and take into account the size, shape and weight of that load. Also consider the path the load must follow and the immediate environment, e.g. floor conditions, lighting, access etc.
- Ensure that items are lifted correctly with the back straight and using the legs to raise yourself if the load is low. Use a good grip with the feet apart to hip width and one foot slightly in front of the other.
- Avoid twisting, stooping or reaching to lift or deposit the load.
- Ensure that access areas are clean and clear and that the lighting is adequate.
- Wear gloves and safety footwear and other personal protective equipment relevant to the working environment.
- Protect sharp edges.
- Avoid long lifts and if necessary, change grip when the load is at waist height.
- Keep the load close to your body.
- Arrange storage so that the heaviest loads are in the most convenient position, i.e. from knee to shoulder range.
- If more than one person is involved, then a competent person must be nominated to control the handling activities.
- If possible, break the load down into smaller items.
- Secure items, which are loose to prevent the load from shifting when being carried.

3.18 METHOD STATEMENTS

To ensure that those carrying out work on our sites are aware of the sequence of operations, the Subcontractor's Management will develop a task specific method statement.

3.18.1 Planning

The relevant Manager will firstly carry out a suitable and sufficient risk assessment of the task taking into account the location, the equipment to be used and the people to be involved. The control measures identified as necessary to control the risk will be included in the method statement.

Method statements will be developed prior to works commencing by Subcontractors and submitted to our Site Manager for approval.

3.18.2 Training and Information

Prior to anyone commencing work on site, the Site Manager will give an induction, in addition to the main site induction, covering any specific requirements for works carried out on our behalf. This induction will include the requirements of the method statement and the findings of the risk assessment.

Site operatives will be informed that, under no circumstances, are they to stray from the agreed method of works unless the method statement has been changed by the relevant Subcontractor's Manager and agreed by our Site Manager / Senior Contracts Manager.

3.18.3 Monitoring

In addition to any other monitoring carried out in accordance with other parts of this document, the Site Manager will ensure that the requirements of the method statement are being followed. Where it is identified that personnel are not complying with the method statement, the management are to establish why and, if necessary, change the method statement to suit. Local requirements are to be followed.

If it is found that individuals were not following the agreed method of works with no valid reason, disciplinary action is to be considered.

3.19 NOISE

3.19.1 Hazards

The main hazard associated with noise is hearing loss or impairment. This may be long term due to prolonged exposure or could be due to excessive peak levels. Another hazard is impaired communications, which could lead to other safety problems due to unheard or misinterpreted instructions.

3.19.2 Planning Procedures

When planning work, the Control of Noise at Work Regulations 2005 will be taken into account. Noise measurements must be made by a competent person to ascertain where control measures are required. The requirements of the site Health and Safety Plan must also be planned for.

The Company will:

- Ensure that information on the noise level of any plant and equipment is obtained and taken into account before hiring or purchase takes place.
- Ensure that any static plant to be installed on site or in the workshop is planned to be in a position, which takes into account noise before hiring or purchase takes place.
- Ensure that where personnel will be required to work in situations where potentially harmful levels of noise are likely to be encountered, a noise assessment is carried out by a competent person and information is communicated to personnel affected.
- Details should be included in the Health and Safety Plan along with designated ear protection zones.

Managers will:

- Arrange for supplies of ear defenders or other hearing protection, appropriate to the noise source, be made available on the site or for any operations where it is not practicable to reduce the noise level to a safe limit.

- Arrange for hearing protection equipment to be issued to operatives as required and ensure that it is worn at all times when operatives are exposed to noise above the Second Action level or Peak Action level.
- Arrange for hearing protection zones to be demarcated, and signs displayed where the noise exposure level is above the Second Action level.

3.19.3 Training and Information

Instruction, information and training will be provided to employees required to work on or near plant which is likely to result in exposure to noise levels above the first action level. Regular refresher training must be provided to maintain awareness of the hazards to health of noise.

3.19.4 Monitoring

The Site Manager will:

- Ensure that all the control measures identified in the noise assessment are implemented.
- Arrange for hearing protection equipment to be issued to operatives as required, and at noise levels of 80dBA and above. Ensure that it is worn at all times when operatives are exposed to noise above the Second Action level (85dBA) or Peak Action level (140dBA).
- Ensure that any hearing protection supplied is worn as required by the method statement and risk assessment.
- Ensure that all noise control items fitted to plant are kept in good order and that any defects noted are reported to the Site Manager or hire Company immediately.

3.19.5 Control Measures

All persons carrying out work that gives rise to high levels of noise must:

- Ensure you obey any site instructions regarding the wearing of hearing protection in those areas designated.
- Where possible, site noisy equipment away from working or public areas.

3.20 OFFICES

The following safety arrangements will be adopted for all offices occupied by company personnel whether on-site or at head office.

3.20.1 Hazards

The main hazards associated with the office environment are:

- Trailing wires / cables and other items left in walkways.
- Manual handling.
- Use of display screen equipment.
- Flammable materials.

3.20.2 Planning Procedures

The Managing Director will ensure all offices will be suitably laid out, in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992, to ensure that work can be undertaken in a comfortable manner.

All equipment purchased for use will meet the requirements of

- The Provision and Use of Work Equipment Regulations 1998
- The Electricity at Work Regulations 1989
- The Display Screen Equipment Regulations 1992

Suitable and sufficient assessments will be carried out by the Company Safety Consultants to identify the main hazards and any necessary control measures needed to be implemented.

3.20.3 Monitoring Procedures

All fire equipment will be checked, tested and maintained in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the relevant Section of this document.

The Managing Director, or another nominated person, will carry out daily checks of the offices to ensure that they are in good order.

Our Safety Consultants will carry out regular inspections of the company's offices as requested by the Managing Director. Site offices will be inspected as part of the general site inspection.

3.20.4 Training and Information

It is the Company's policy to ensure, as far as reasonably practicable, the health, safety and welfare of personnel working in, or persons visiting, offices under their control. To ensure the safety of employees, they will be trained in

- Office Safety
- Fire Safety
- Manual Handling Techniques.
- Safe Use of DSE (only those persons classed as 'users').

3.20.5 Display Screen Equipment (DSE)

The Company will ensure that, as far as is reasonably practicable, only DSE that does not give rise to health risks is purchased. To further reduce any residual risks to employees from DSE, the Managing Director will ensure that a suitable and sufficient risk assessment will be carried out and control measures adopted.

All persons classified as 'users' (see below), once trained, will be given a self-assessment checklist to complete. On completion the checklists will be analysed by the Safety Consultants to determine whether a detailed Risk Assessment is required, and any subsequent changes need to be made to an individual's workstation or work pattern.

- **'User'** – Is defined as an employee who habitually uses an item of DSE for an hour or more during each working day.
- Employees classed as 'users' must ensure they leave their workstation for at least 5 minutes in every hour. Other works such as filing and photocopying can be carried out in this time. 'Users'

are expected to inform their line managers of any physical or psychological problems they may be experiencing due to excessive use of DSE.

- **Eye Tests** – The cost of an eye test will be covered for any user whom the Occupational Health Nurse believes may have a problem with their eyes due to continuous use of DSE. If an optician specifies the need for corrective lenses for the use of DSE, the Group will cover the basic cost. Anyone wishing to upgrade will be expected to cover the difference in cost.

3.20.6 Office Safety

- **Working space** – Each person will be allocated a sufficient amount of space to enable them to carry out their daily duties. Sufficient storage space will be allocated to prevent the build-up of paper / files in gangways or under desks.
- **Lighting** – As far as reasonably practicable natural lighting will be used throughout the offices and to aid this all office windows will be regularly cleaned. Suitable blinds will be placed at office windows where a risk of glare may cause discomfort.
- **Furniture** – All office furniture is purchased and maintained so as not to present a risk to the health, safety and welfare of employees.
- **Filing Cabinets** will be used with care:
 - Only open one drawer at a time.
 - Heavy items or large files of paper stored in the bottom drawer.
 - Drawers will not be left open where there is a danger of someone walking past and tripping over them.
 - Stacking/storing of files, books etc. on top of cabinets will be avoided.

3.20.7 Employee Duties

All office personnel are expected to conduct their activities in a safe manner. They should not move equipment to a place where it will create a hazard and present a risk to other people. At no time must they create hazardous situations, e.g. leave drawers or fire doors open, nor must they ignore hazardous situations which may result in injury or ill-health. Any situations deemed hazardous must be reported immediately to the Administration Manager immediately.

3.21 PERSONAL PROTECTIVE EQUIPMENT

Refer to the specific sections of this policy for the relevant hazards and the protective equipment required.

3.21.1 Planning Procedures

Risk assessments of work activities are to be carried out by the relevant Managers. During the risk assessment process, the Manager will identify how the risk will be managed, by means other than the issue of PPE. Where the risk cannot be reduced to an acceptable level by other means, PPE will be issued. Where the need for PPE is identified in the risk assessment, a PPE suitability assessment will be conducted which will take into account the size, fit, compatibility, and weight of PPE in conjunction with the worker's physical characteristics.

The requirement for the provision of personal protective equipment (PPE) by the company is applicable to both limb (a) and limb (b) workers and both groups must be dealt with in the same manner regarding PPE. The definitions of both categories of worker are:

- Limb (a) workers are individuals who work under a contract of employment.
- Limb (b) workers are individuals who work under any other contract whether express or implied, who undertakes any services for another party other than the client or customer according to the contract. Limb (b) workers, in general, carry out irregular or casual works, only carry out work if they choose to, are not in business for themselves, and only have limited right to send others to work (such as shift swapping with someone on a preapproved list).

The relevant Manager will establish what protective clothing and equipment will be necessary and will ensure that any special protective clothing or equipment required and any signs relating to the wearing of PPE are obtained and available for use on site. As a minimum, the PPE that must be worn on all sites managed by the Company will be:

- Safety helmets
- High visibility vests or jackets
- Safety boots with steel midsoles and steel toe caps
- Any other PPE required by the risk assessment.

Where operatives / site personnel are required to wear respiratory protective equipment e.g. half mask respirators, dust masks etc. Managers are to ensure that each individual has been fit tested within the last 3 years. Each person should be able to provide a certificate showing the results.

3.21.2 Training and Information

Training and information will be provided to staff in the use and maintenance of all protective clothing and equipment issued.

3.21.3 Monitoring

The Site Manager will:

- Ensure that adequate supplies of all necessary protective clothing or equipment are available on site/workplace for issue as required and that when issued to employees, a record is kept in a suitable register.
- Ensure that before workers are set to work, that any necessary protective clothing is provided and that signs are erected for safety helmet areas, machinery requiring eye protection, ear defenders, etc.
- Inform any person on site, observed carrying out any process which requires the use of protective clothing or equipment, of the statutory and Company policy requirements. Prevent continued working until protective clothing or equipment is obtained and used.
- Ensure that the protective clothing or equipment is suitable for the specific process for which it is provided.
- Management staff will set a good example in the wearing of safety helmets, protective footwear, etc. and will use all necessary protective clothing and equipment where required.

3.21.4 Control Measures

- All operatives are required to wear suitable footwear whilst at work on sites. Suitable footwear may contain some or all of the following features: steel toecap, steel mid-sole, waterproof (e.g. Wellingtons), oil or chemical resistant soles, electrically insulating, and specific protection.

- Operatives will obey the requirements of any sign or notice indicating that equipment is to be worn.
- When necessary, operatives will wear the appropriate hearing protection issued and be instructed in its maintenance and use.
- Operatives will wear the eye protection issued as appropriate to the work carried out.
- Where necessary, operatives will wear the relevant respiratory protective equipment provided.
- All management, supervisory staff, visitors, Subcontractors and employees, shall wear safety helmets whilst on Company sites, other than in areas specifically designated in writing by the Company as being areas where the risk of head injury is negligible. Normal disciplinary proceedings will be used against employees not complying with this requirement.
- All persons issued with protective clothing or equipment must immediately report to supervision any loss or defect in the equipment.
- Personnel are responsible for the hygiene aspects of their personal protective equipment and should ensure high standards are maintained. The manager should monitor this requirement and take appropriate action where the condition of the equipment is not acceptable.

3.21.5 Misuse

Misuse or intentional damage to any items of personal protective equipment that can be attributed to an individual may result in disciplinary action being taken which may lead to dismissal.

3.22 RISK ASSESSMENTS

The Management of Health and Safety at Work Regulations 1999, require that suitable and sufficient assessments of risk should be carried out for all operations or undertakings in the workplace.

The most significant risks arising out of our work include the following:

- Use of work equipment
- Working in occupied properties
- Manual handling
- Noise

3.22.1 Explanation

A Risk Assessment is a step-by-step analysis of a job, task or process that takes into account the risks likely to be encountered and the necessary control measures required to reduce the risk.

The following definitions are based on those used in the English Courts:

Risk - The likelihood that a specified undesired event will occur, due to the realisation of a hazard by or during, work activities or by the products and services created by work activities.

Hazard- The potential to cause harm, including ill health and injury; damage to property, plant, products or to the environment; production losses or increased liabilities.

3.22.2 Planning Procedures

It is an important point that risk assessments are carried out prior to an operation being undertaken and any significant findings recorded. It is the responsibility of the Site Manager to ensure that suitable and sufficient risk assessments have been carried out by subcontractors for their areas of responsibility and works.

A copy of each risk assessment is to be made available for those carrying out the work.

3.22.3 Reviewing Risk Assessments

Risk Assessments should be reviewed on a regular basis by the relevant Manager. In the offices, this should not exceed annually, on sites the review will need to be carried out more regular and, in some cases, monthly or weekly. The review is to ensure that they are applicable to the specific work.

Where the methods of work are different, or the risks are unusual, the Manager should ensure that they are amended before the work activity commences.

3.22.4 Emergency and Non-routine Operations

Where any activity does not have a corresponding risk assessment / method statement, the relevant Manager is to be notified so they can be carried out. All managers have responsibility for implementing these systems.

3.22.5 COVID 19 (Coronavirus) Risk Assessment

As employers we have a legal duty to make our work and workplace safe (COVID-secure). This can be achieved by carrying out a risk assessment to manage the risk associated with running the business during an outbreak. This is called a COVID-19 risk assessment.

The risk assessment should identify what work activity or situations might cause transmission of the virus. It will allow those carrying out the risk assessment to think about who could be at risk, decide how likely it is that someone could be exposed and act to remove the activity or situation, or if this is not possible, control the risk.

The controls will include practical measures for example:

- Putting in place social distancing measures
- Wearing of face coverings
- Providing additional handwashing facilities

As required by legislation, the risk assessment will need to be reviewed by the Directors, or other designated person, on a regular basis to ensure that it complies with UK Government and National Health England's advice and following any updated legislation.

3.22.6 Training and Information

The Company and subcontractors are to ensure that appropriate training and information in risk assessment techniques will be provided to staff to enable them to carry out their assessments.

3.22.7 Communication

On the completion of all risk assessments and the introduction of the required control measures, the findings are to be communicated to those who are affected along with any actions that they must take to prevent to risk being realised.

The communication of the findings of a risk assessment can be given as a toolbox talk or a method statement briefing and must be recorded on a relevant form.

3.23 SAFETY MONITORING, AUDITS AND INSPECTIONS

In order that the Managing Director can be sure that the procedures laid down in this document are controlling the hazards to which they were designed to control and that they are being adhered to, a series of monitoring arrangements, involving personnel at all levels, are to be implemented.

3.23.1 Employees / Contractors / Operatives

All employees and contractors are to carry out self-monitoring to ensure that they are following the procedures laid down in this document. Any work equipment that is used is first to be inspected by the individual and any subsequent faults reported to their line manager or to the stores immediately. Once an employee carries out an inspection, any relevant documentation is to be completed.

All employees are expected to bring to the notice of their immediate manager any areas where the Company policy on Health, Safety, Welfare and Environment appears to be inadequate. The suggestions will be passed to the Managing Director for consideration.

3.23.2 Site Managers

Site Managers must continuously monitor their areas of responsibility for any further hazards that have not already been identified by the current risk assessment. They must ensure that employees are conforming to the method statement, risk assessment, site rules and any procedures laid down in the Health and Safety Policy.

Where a procedure proves to be ineffective, it is to be brought to the attention of the Senior Contracts Manager so that it can be reviewed and changed as necessary.

Site Managers will also be required to carry out daily / weekly monitoring of areas such as:

- The general site
- Work equipment
- Access equipment
- Perimeter fencing
- Working practices etc.

Any inspection records, as found in the Site Management Manual, are to be completed following the monitoring and made available for inspection by any senior management, the company Health and Safety Consultants or the statutory authorities e.g. the Health and Safety Executive.

3.23.3 Managing Director / Senior Contracts Manager

The Managing Director and Senior Contracts Manager are to ensure that they carry out regular safety checks of the company's sites.

3.23.4 Safety Consultants Inspections

Akeva Safety Solutions (AKV) Ltd, the Company's Safety Consultants, may carry out a safety visit of any site as requested. It is the responsibility of the Senior Contracts Manager to request AKV to attend sites.

When carrying out safety audits/inspections the Safety Consultant will look at site conditions and audit the Site File to ensure it is up to date and valid. On completion of the inspection/audit, the report will be discussed on site with the Site Manager, who is to take action as detailed and in accordance with the given priorities. This will then be electronically sent to the Senior Contracts Manager and Managing Director.

Once all the necessary actions have been taken, the Site Manager is to sign the report and place it in the relevant section of the Site File where it will be checked during the next inspection.

3.24 SITE TIDINESS

3.24.1 Hazards

The main hazards include:

- Fire
- Tripping and slipping
- Collapse of stored materials
- Restricted or blocked access
- Health risks
- Spillages of fuel or oils

3.24.2 Planning Procedures

All work will be tendered for or negotiated taking into account the labour requirement and plant required to comply with relevant standards, and the appropriate risk assessments carried out. The requirements of the Site Health and Safety Plan will be implemented prior to work commencing on site.

The Senior Contracts Manager / Site Manager will:

- Ensure that before the site work commences the requirements of the Site Health and Safety Plan are met e.g. access routes are planned, deliveries are programmed to ensure that excess materials are not stored on site, storage areas are defined, compounds are planned and all employees are made aware of the requirements with regard to storage, clearing up, tidiness, etc.
- Ensure that before employees are sent to site under the overall control of another Contractor, arrangements are made for storage areas and that safe access and places of work will be available for employees to carry out their work safely and that the relevant parts of the Site Health and Safety Plan are communicated to the employees at a safety induction briefing.

3.24.3 Training and Information

All employees must be given training and information on the requirements to keep their working area tidy and without risk to themselves and others. A large number of accidents and injuries are caused by poor standards of housekeeping at work. Such training must stress the employees' responsibility for ensuring high standards of housekeeping.

3.24.4 Monitoring

The Site Manager will:

- Ensure that all employees are made aware of the need to maintain the site in a tidy condition throughout the contract.
- Ensure that stacking areas are prepared and that materials are called off in quantities, which will not create difficulties on site.
- Ensure that working areas and accesses on site where employees are required to work are safe. Where difficulties are experienced, the Site Manager must be informed to discuss improvements.
- Ensure that all waste materials are cleared and disposed of safely as work proceeds. All materials delivered to site for use will be stored safely ensuring that access routes are not obstructed.
- Arrange for sufficient labour and plant to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities etc., to be carried out in accordance with relevant standards.

3.24.5 Operational Procedures

All site personnel, whether employees of The Company or subcontractors, must:

- Never stack pallets more than 2 high and always on firm level ground.
- Always cut away the steel and nylon banding then safely disposed of it in a skip as soon as it is cut. Take care not to leave any bands projecting from a stack as they can create tripping / snagging hazards.
- Clear up waste materials as work proceeds and dispose of them in the correct manner. Keep floor areas clean and dry if possible.
- Keep materials and items in their correct location until required and, if relevant, return them when finished. Keep access clear to material stacks.
- Clean up spillages immediately and dispose of waste correctly.
- Remove protruding nails from timber before stacking.
- Do not leave loose materials or stack sheet materials on platforms or working areas unless safely contained or restrained. Lay sheets flat if possible.
- Keep welfare facilities clean and do not use them for the storage of plant or materials etc.
- Keep work areas clean and tidy.
- Ensure electrical leads and compressed air hoses are routed so as to avoid tripping hazards and they are protected from physical damage.
- Ensure clear access to all working areas and, where necessary, provide sound temporary steps or ramps.

3.25 TRAINING, INSTRUCTION, INFORMATION

3.25.1 General

Health and safety training is a statutory requirement under Section 2 of the Health and Safety at Work Act, 1974. All staff must be trained in safety procedures for the work they are required to carry out.

Minimum training of one day per year for direct employees will be the objective of the Company. This will include, COSHH awareness, safe use of ladders etc. so that safety awareness is continually built up within the Company.

The training that the Company will provide breaks down into four types of training to be provided:

- Induction training for new employees, including details of the requirements in this Policy, and any site-specific rules, method statements or requirements.
- Technical training, such as, the use of abrasive wheels (inc' diamond cutting blades), asbestos awareness and working at height.
- Health and safety training such as general site safety, manual handling, and hazardous substances.
- Toolbox Talks to raise and maintain awareness on the major health and safety issues relevant for the specific site.

Records of the training received by staff will be kept in personnel files for each employee.

The Managing Director of The Company is responsible for reviewing the Company's Health and Safety training programme and shall maintain an up-to-date record of all staff training. Training needs will be reviewed from time to time with the Safety Consultants and training will be carried out taking into account a wide range of factors including any accident/incident trends, new legislation, changes in working practices etc.

Individual contractors are responsible for ensuring that the people they employ are competent to carry out their work in all aspects e.g. trade and health and safety.

3.25.2 Safety Awareness Training

It is Company policy that all personnel who are to go onto site as part of their working day will attend a Safety Awareness course every three years and hold an in date CSCS card.

3.25.3 Induction Training

The Senior Contracts Manager / Site Manager for the Company will complete the Site Induction Format in the Site File to ensure that all new persons on site receive the same information.

Confirmation of receipt of this information will be by signing the appropriate declaration or attendance sheet, which will be copied to the individual personnel file.

In addition, all contractors are to ensure the people that they are responsible for are inducted to the requirements of their own method statements and risk assessments. Contractors are to provide proof that this has been carried out.

3.25.4 Technical Training

It is the Company's policy that all personnel, whether directly employed, self-employed or contractors, will be suitably trained for the work which they are employed to carry out. Copies of any relevant certification for employees will be kept at head office and supplied to sites for the Site File as requested.

The Senior Contracts Manager / Site Manager is to ensure that copies of all relevant certificates are obtained from contractors and self-employed persons.

No person is to operate any item of plant or equipment for which they have not been trained or do not hold the relevant certification.

3.25.5 Managers

The Company realises the importance of making sure everyone understands their health and safety responsibilities in the workplace. The Company's managers are controlling the works on a day-to-day basis, so it is important that they are fully aware of their legal requirements and how to apply them to their work situations.

Therefore, it is the Company's Policy that all those who have a managerial responsibility for sites will attend the Site Manager Safety Training Scheme (SMSTS) and all those who put men to work on site will attend the Site Supervisor Safety Training Scheme (SSSTS).

3.25.6 Toolbox Talks

Toolbox Talks (on site) will be delivered by the Site Manager / Subcontractor's Manager and should be held at least every 2 weeks. Attendance sheets to be signed by all persons receiving the TBT with copies retained on site for reference purposes. At the end of each contract, these should be returned to head office for retention.

3.25.7 Information and instruction

Our approach to providing suitable information and instruction includes the following:

- General safety procedures are contained within this health and safety document.
- At the site induction training session, the relevant Risk Assessment / Method Statement sheets should be read through. This will ensure that our employees are given information on the specific health and safety issues for the project, including any safe working procedures.

Further information for employees is provided by the following methods:

- The poster, "Health and safety – what you should know", which is required to be displayed, is located also in the welfare facilities on site and in the reception area at our offices.
- Safety bulletins and flyers will be issued periodically, as a result of an incident, or following a health and safety meeting with safety representatives. This method may also be used to introduce the requirements of new legislation, or to inform and instruct employees on the Company's Code of Practice for Health and Safety.
- In addition to formal training, briefing seminars will be held for employees to instruct and inform them of any health and safety matters.

3.26 TRANSPORT AND OCCUPATIONAL DRIVING

It is policy of the Company that all transport provided for work purposes is of sound condition and suitable for the purpose for which it is provided. The Company will ensure that all transport is used by competent persons and that regular maintenance and inspections are carried out to ensure safe operation. Where practicable, suitable procedures shall be designed and communicated to employees to eliminate or sufficiently reduce the risk of harm to anyone working on or near the transport operations.

Transport means any vehicle or item of mobile equipment, including cars, vans, lorries, mobile plant or rubber tyre platforms.

3.26.1 Competence

All persons required to drive or operate any form of transport owned by or hired by the Company to carry out its undertakings must be suitably competent and, as a minimum, hold a full UK driving license. Operators of mobile plant, unless under training, must also have a relevant certificate of competence, e.g. CPCS card, and training provider's certificate. When a new vehicle is purchased which is different from the one it is replacing, adequate training will be given by a competent person as nominated by the Managing Director.

Whichever form of license or certificate held by a driver must be produced when requested by the Company. The paper part of the licence is no longer valid, and the traditional paper-only licences may not have your latest points and fines recorded. Therefore there will be a need to provide your employer with evidence of your driving record, you may be asked for a code from the online DVLA, which gives employers up to 21 days to check your history.

When it is noted that an employee has 6 points on his / her licence, they will have online DVLA checks carried out on a quarterly basis. If an employee has 9 or more points the checks will be carried out on a monthly basis.

It is the responsibility of any driver to inform their Contract Manager if they are convicted of any offence in relation to their driving license and the penalties bestowed upon them. Failure to do this could result in the dismissal of that employee.

3.26.2 Risk Assessment

Wherever transport is used, a suitable and sufficient risk assessment (as required by Regulation 3 of The Management of Health and Safety at Work Regulations 1992) is to be carried out by the relevant Manager. Such possibilities to be looked at and assessed are:

- Persons being struck by vehicles – separation of traffic routes and pedestrian routes, reversing (a banksman must always be used when reversing is carried out in a confined area or where people are working if it cannot be avoided).
- Contact with other plant or vehicles – one-way systems, traffic control, speed limits etc.
- Items falling from vehicles – sheeting, stacking of materials.
- Overturning of vehicles – stability, ground conditions, operating procedures.
- Persons falling from transport – mounting and dismounting.

3.26.3 Safety Devices

All persons driving or carrying out maintenance on transport are to ensure that they use safety devices, e.g. seat belts, reversing mirrors, cameras, lights, horns, amber flashing lights, body props, anti-slew bars, etc. Safety devices are never to be intentionally damaged, disconnected or abused.

3.26.4 Reporting Defects

All drivers of vehicles / mobile plant must ensure that they report all defects to their manager. If the defect presents a significant hazard the Managing Director must be informed immediately.

Drivers of road-going vehicles must ensure they check their vehicles in accordance with the vehicle handbook.

3.26.5 Security

All drivers are responsible for the safety of their own vehicles. They must ensure that they leave their vehicles / machines in a safe condition whereby unauthorised start-up is prevented. Each vehicle / machine must be parked in a sensible area where it does not present a hazard to other people. Keys must be removed and the vehicle / machine locked. Any other safety devices or immobilisers that are supplied by the Company or manufacturer must be fitted. If the vehicle or machine is left in the yard over a non-working period, the keys must be placed in the office.

3.26.6 Conduct

All persons driving on behalf of the Company must do so in accordance with the Road Traffic Act and Highway Code. At no time, during business or private use, will the Company accept responsibility for any offences committed. If an offence is committed, the employee will be responsible for any fines imposed and may be subject to disciplinary action, which may result in their dismissal.

3.26.7 Mobile Phones

The Company does not allow any person to use a mobile phone whilst driving unless it is a total hands-free set. Any hands-free kits fitted to vehicles owned by the Company must only be done so with the approval of the Managing Director.

3.26.8 Smoking

All vehicles and mobile plant which have the ability to carry a passenger will be classed as an enclosed workplace and will be subject to a smoking ban. A relevant sign will be placed in the vehicle where it can be seen. Anyone found to be smoking in such a vehicle will be dealt with under the company's disciplinary procedures.

3.26.9 Health and Wellbeing

Any person driving for work purposes is to ensure they only do so if they are in good health. All drivers are to inform their line manager if they have any health problems that could affect their driving ability. Drivers are to ensure they have regular eye tests and wear any corrective spectacles as necessary.

No one is to drive any vehicle on company business if they are under the influence of drugs or alcohol. It is the Company's policy that anyone suspected of driving whilst under the influence of drugs or alcohol will be suspended from work pending an investigation which may result in disciplinary action being taken.

Anyone that has any reason to believe they are not fit to drive must inform their immediate Manager immediately.

3.26.10 Control of Site Vehicles

If the site-specific risk assessment shows that there is a risk of injury or damage due to contact of machinery with people or other machinery, or there is a risk of contact with underground or overhead services, then a Vehicle Banksman / Traffic Marshal is to be considered.

Vehicle Banksmen / Traffic Marshals are to:

- Be adequately trained.
- Have the authority to stop operations.
- Be aware of the hazards associated with moving plant or vehicles.
- Wear appropriate high-visibility clothing.

3.27 WELFARE ARRANGEMENTS

Welfare at workplaces other than transient sites is governed by the Health and Safety (Workplace) Regulations 1992 or the Construction (Design & Management) Regulations 2015. In particular, the welfare facilities for our offices and site will comply with the following:

3.27.1 Planning Procedures

When setting up a new site the Senior Contracts Manager will ensure that suitable welfare facilities are provided in accordance with the Construction (Design & Management) Regulations 2015. When taking on works the Senior Contracts Manager responsible will establish what welfare facilities have been provided by the Principal Contractor, before works starts.

As a minimum, the following is to be provided:

- A suitable number of sanitary conveniences and washing facilities.
- Drinking water
- Accommodation for clothing and facilities for changing.
- Facilities for rest and to eat meals.
- A means to heat food or somewhere that hot food can be bought.

3.27.2 Special welfare arrangements

Where short term work is to be carried out on a site where the provision of huts or mobile units is not reasonably practicable, the minimum of equipment to be carried in vehicles is:

- Drinking water containers
- Means of boiling water (taking into account requirements for safety and ventilation if LPG is used)
- Hand wash basin and cleaner in dispenser
- Paper towels or other suitable means of drying hands
- Storage facilities for protective and other clothing
- Adequate first aid equipment

Before work commences, the Managing Director/ Chief Contract Manager and/or the Contract Managers must make arrangements for the use by operatives of convenient sanitary facilities throughout the duration of the work.

3.28 WORK EQUIPMENT

3.28.1 Hazards

Hazards associated with the use of work equipment arise out of:

- Unskilled operation
- Incorrect use
- Poor maintenance
- Defects in machine unchecked.
- Noise (see separate section)

3.28.2 Planning Procedures

The Senior Contracts Manager will take all aspects of the work into account to ensure that sufficient information is provided to hire Company's to enable the correct type of plant to be provided.

The Senior Contracts Manager will:

- Ensure that a sufficient number of competent persons are available to operate any work equipment. Where there is an industry standard or recognised training course employees and contractors are to provide a copy of the relevant certificate.
- Give special consideration to the stability of plant when working on unstable ground to ensure that the loading can be supported adequately.
- Ensure a planned servicing schedule is prepared for all Company plant on site and records kept of repairs, alterations, maintenance etc.
- Ensure that any hired or borrowed work equipment is in good condition, with all safety devices available and fitted, prior to allowing it to be used on site.
- Ensure all necessary testing and thorough examination certificates are requested and checked and all items of plant requiring weekly inspections by the operator or other competent person have the inspection recorded in the Site File regardless of any register kept by the user or hire Company.

3.28.3 Training and Information

Training and information will be provided to all operators of work equipment and, where relevant, only holders of an approved up to date certificate (e.g. PASMA, IPAF, abrasive wheels etc.) will use the equipment. Regular refresher training will be provided to enhance competence levels.

3.28.4 Monitoring

The Site Manager will:

- Ensure that work equipment delivered to site is in good order and fitted with any necessary safety devices and guards and that where a statutory inspection is required, a copy of an up-to-date certificate is obtained.
- Ensure any defects noted, are reported to the hire Company immediately.

- Ensure that only authorised and, where appropriate, certificated operators are permitted to operate any item of work equipment.
- Ensure no young person (under 18 years old) is permitted to operate any item of work equipment which is particularly hazardous or act as banks man unless being trained and under direct supervision.
- Ensure all plant and work equipment is properly secured and immobilised at the end of each day.
- Ensure that any defect notified by the operator of work equipment during operations on the site is reported immediately for repair and that where defects could affect safety on site, the item of equipment is not used until the repairs are carried out.

3.28.5 Control Measures

- Users of work equipment are to carry out daily checks on the equipment before use and report any defects. Notify your Manager immediately if any defect could be hazardous and do not operate any equipment until it has been rectified.
- Only trained, authorised and, where relevant, currently certificated persons will operate work equipment.
- All guards must be in good order and in position while operating.
- Only use the correct item of equipment for the work required.
- Ensure the work area is suitable for the job being done e.g. level ground, clear working area, good ventilation etc.
- Secure and immobilise work equipment when left unattended. Do not leave the power connected when the user is not present, especially in public areas.
- Hearing protection must be worn when working in areas with high noise levels.
- Operators of work equipment must not drink alcohol during the working day or shift.
- Ensure other control measures identified in the risk assessment for the work are implemented.

3.29 WORKING AT HEIGHT

Under the Work at Height Regulations 2005, working at height means carrying out work in any place (whether above, at or below ground level) or gaining access to such a place where if measures were not taken to prevent falling, a person could be injured.

3.29.1 Hazards

The main hazards associated with work at heights include:

- Falls of persons from working place or accesses
- Falls of materials or articles

3.29.2 Planning Procedures

All work will be planned taking into account the work at height hierarchy, risk assessments and the requirements of any Health and Safety Plan required for the work.

The Senior Contracts Manager will:

- As far as reasonably practicable, avoid carrying out work at heights by carrying out as much as possible at ground level. Where this is not possible, the hierarchy in the Work at Height Regulations will be followed by ensuring that:
 - Work is carried out from an existing workplace e.g. A flat roof with a handrail or a parapet of suitable height.
 - Providing a suitable working platform that gives collective protection e.g. a scaffold, mobile tower, MEWPs etc.
 - Using personal fall restraint.
 - Mitigating the distance a person can fall e.g. by using nets of airbags at lower levels, using fall arrest gear etc.
- Ensure that work is planned to ensure that a safe access/egress and working place is provided for operatives to work at heights before work commences on site.
- Ensure that where practicable, work at heights is carried out from a safe position on a building or structure or from a scaffold provided in accordance with the appropriate policy section.
- Ensure that suitable and sufficient material and equipment is provided on site for work to be carried out safely in accordance with the relevant standard, risk assessments and any method statements.

3.29.3 Training and Information

Training and information must be provided for any operative required to work at heights. Regular refresher training to maintain and develop competence levels must also be provided.

3.29.4 Monitoring

The Site Manager will:

- Ensure that work is carried out as planned and in accordance with the relevant standards and risk assessments. Also those operatives have received instructions in safe working procedures and the use of any safety equipment provided.
- Inspect weekly all access equipment and immediately attend to any defects noted. Ensure that individuals inspect their equipment immediately prior to use. Any defective equipment should be exchanged, repaired before use. Records of such inspections are to be made in accordance with the Site Management Manual.
- Ensure that all necessary precautions are taken to ensure that persons do not walk or work beneath operatives carrying out work at high level.

3.29.5 Control Measures

- All personnel on sites where work at heights is being carried out will wear safety helmets.
- The safety of other workers, the public and particularly children must be a priority consideration during the working period. Access to the working areas must be removed or fenced outside working hours or when unattended.
- All working areas at heights will be guarded to prevent falls of persons and materials where practicable, or other suitable protective procedures will be used.
- No-one is to go beyond any barriers / fencing which is protecting a leading edge, without wearing appropriate fall arrest equipment and clipping on to a suitable anchorage point.
- Control measures identified in the appropriate risk assessment must also be implemented.

4 APPENDIX A - PRIMARY CURRENT LEGISLATION

The following is a list of Health and Safety, Environmental and Other relevant legislation. Every attempt has been made to ensure the statutory legislation listed is up to date but, with an ever-changing legislative programme, no warranty is given or implied that it is complete or exhaustive. It is, however, representative of the legislation applicable to work in offices and on construction sites. The legislative framework is constantly being reviewed and updated. Check with the HSE for correct legislation applicable at any one time.

ACTS AND STATUTORY REGULATIONS

4.1 Health and Safety Legislation

Employer's Liability (Compulsory Insurance) Act 1969

Health and Safety at Work etc Act 1974

Regulatory Reform (Fire Safety) Order 2005

Building Regulations 1991

Classification, Labelling and Packaging Regulations 2009

The Confined Spaces Regulations 1997

Construction (Design and Management) Regulations 2015

Control of Asbestos Regulations 2012

Control of Lead at Work Regulations 2002

Control of Noise at Work Regulations 2005

Control of Substances Hazardous to Health Regulations 2002

Control of Vibration at Work Regulations 2005

Electricity at Work Regulations 1989

Electricity Supply Regulations 1988

Health and Safety (Consultation with Employees) Regulations 1996

Health and Safety (Display Screen Equipment) Regulations 1992

Health and Safety (First Aid) Regulations 1981

Health and Safety (Information for Employees) Regulations 1989 (Poster)

Health and Safety (Safety Signs and Signals) Regulations 1996

Lifting Operations and Lifting Equipment Regulations 1998

Management of Health and Safety at Work Regulations 1999

Manual Handling Operations Regulations 1992

Personal Protective Equipment at Work (Amendment) Regulations 2022

Provision and Use of Work Equipment Regulations 1998

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Smoke-Free (Premises Enforcement) Regulations 2006 (England)

Supply of Machinery (Safety) Regulations 1992

Work at Height Regulations 2005

Workplace (Health, Safety and Welfare) Regulations 1992

4.2 Environmental Legislation

Clean Air Act 1993

Control of Pollution Act 1974

Control of Pollution (Amendment) Act 1989

Environment Act 1995

Environmental Protection Act 1990

Noise and Statutory Nuisance Act 1993

Water Industry Act 1999

Water Resources Act 1991 (Amendment (England and Wales) Regulations 2009

Contaminated Land (England)(Amendment) Regulations 2012

Control of Pollution (Oil Storage) (England) Regulations 2001

Controlled Waste (Registration of Carriers and Seizure of Vehicles)(Amendment) Regulations 1998

Controlled Waste (England and Wales) (Amendment) Regulations 2012

Environmental Permitting (England and Wales) (Amendment)(No.2) Regulations 2018

Environmental Protection (Duty of Care) Regulations 2014

Groundwater (England and Wales)Regulations 2009

Hazardous Waste (England and Wales)(Amendment) Regulations 2016

Waste (England and Wales) Regulations 2011 (Amended 2014)

Waste Electrical and Electronic Equipment (Amendment)(No.2) Regulations 2018

Control of Electromagnetic Fields at Work Regulations 2016

4.3 General Legislation

Data Protection Act 2018

Disability Discrimination Act 2010

Employment Act 1989

Employment Rights Act 1996

Party Wall Act 1996

Road Traffic Act 1988

Social Security Act 1989

Coronavirus Act 2020

Fire Safety Act 2022

5 APPENDIX B - EMPLOYEE DECLARATION

HEALTH AND SAFETY POLICY, ORGANISATION AND ARRANGEMENTS

The relevant pages from the Company Safety Policy document have been explained to me by my Manager or other person nominated by the company.

It is my intention to carry out my duties, as far as is reasonably practicable, in a safe and proper manner, without causing unnecessary risk to the health and safety of other persons, who may be affected by my acts or omissions whilst at work. I will co-operate with any instructions given to me by my employer and follow the procedures set out in the Arrangements Section of the Document.

I will co-operate with any instructions given to me by my employers or any passed on to me by my employers whether imposed by them or other persons with the authority to request certain safe working procedures, to ensure so far as reasonably practicable, the safety and absence of risk to myself or others affected by my work activities.

I undertake not to interfere with or misuse anything provided in my interests of health, safety or welfare and to wear any personal protective equipment as instructed to do so.

I will carry out my duties when using any work equipment in accordance with the training I have received whether by the Company, a previous employer or training establishment.

I will report any hazards to my employer if seen by me and where necessary, will bring to my employer's notice any matter signalling a shortcoming in their arrangements for my Health, Safety or Welfare at work.

Where required to do so, I will comply with any permit to work system, risk assessment or method statement to the best of my ability in accordance with any training received or instructions given.

I am prepared to sign this declaration on the understanding that my employer will, so far as reasonably practicable, provide me with a safe place of work, with a safe access and egress, safe and properly maintained plant and equipment and that he shall undertake to train me where necessary to comply with the provision and use of work equipment and safe working arrangements for me to carry out the duties I am being paid to carry out, and on the understanding that my employer will do all that is reasonably practicable to ensure his part as stated in the current legislative frame-work governing the safety and absence of risk to my place of work.

Print Name:	
Signed:	
Position in Company:	
Date:	