



Health & Safety Policy

Including Environmental Statement

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Complete Health & Safety Ltd
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1 General Statement of Policy

The Structure Group is committed to ensuring the health and safety of everyone who works for the Company and also of everyone who may be affected by the Company's work activities, including visitors, clients, contractors, and the general public.

This policy sets out the arrangements that are necessary to achieve the above while complying with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other applicable legislation.

The Company will ensure, so far as is reasonably practicable, that:

- Safe equipment is provided and safe systems of work are devised and implemented
- Adequate arrangements are in place for the safe use, handling, storage and transport of materials, substances and equipment
- Sufficient information, instruction, training and supervision is given to ensure the health and safety of employees and others affected by their actions
- A safe workplace, including a safe means of entering and leaving workplaces, is provided and maintained
- The working environment is without risks to health and adequate welfare facilities are provided

It is Company policy to consult with employees on health and safety issues before updating or modifying any part of the health and safety policy and to provide training and information, as appropriate. The Company will do as much as is reasonably practicable to ensure that health and safety arrangements are adequately resourced at all times.

This policy can only be successful with the active co-operation of employees, who have responsibility for taking care of themselves and others, following safe working procedures and reporting any safety issues as soon as possible.

This policy will be reviewed annually and revised as necessary in response to changes in legislation or methods of working.

Signed

Allen Revell – **Chairman**

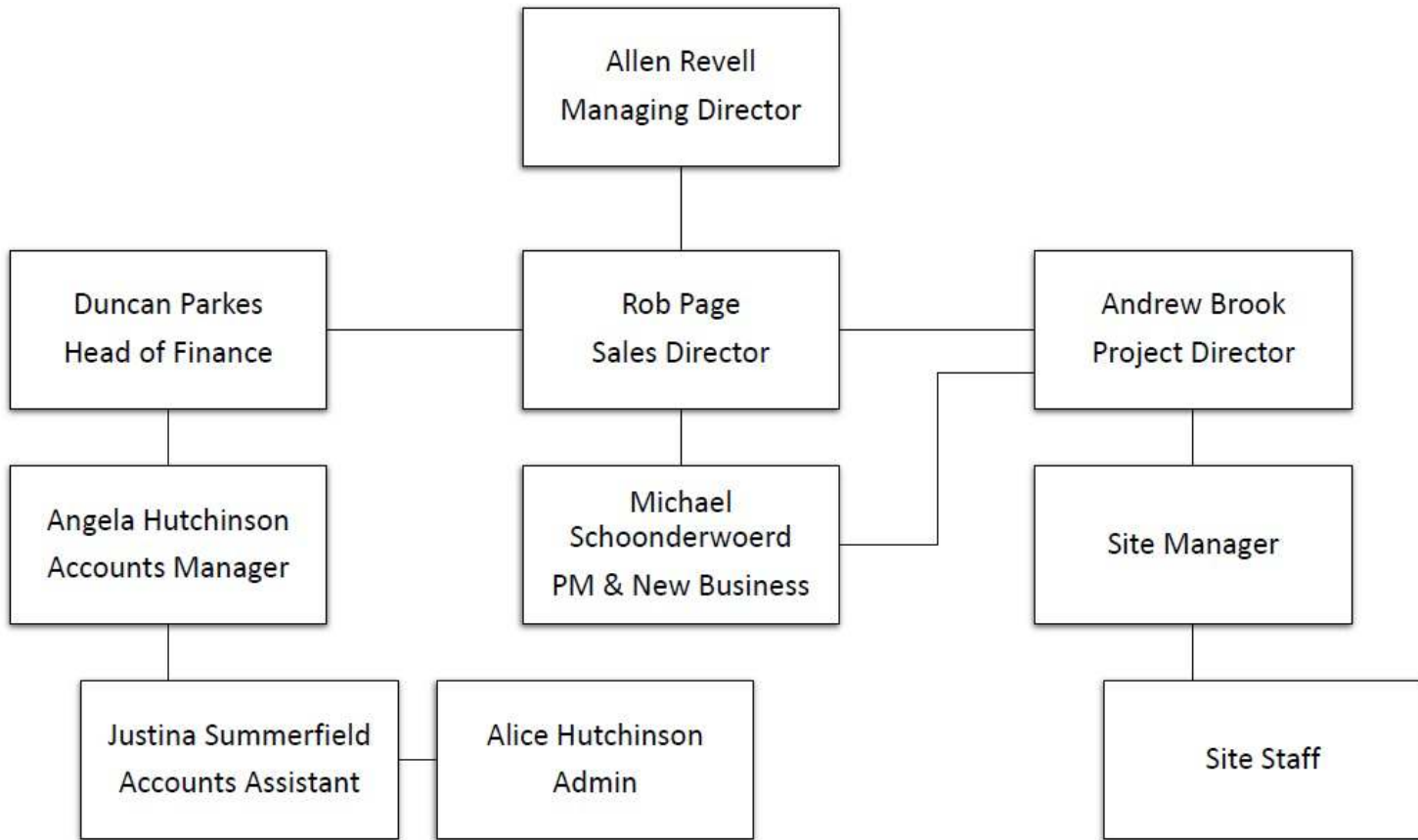
Date

Objectives for managing Health, Safety and the Environment

- To establish and maintain effective systems and plans for managing the health, safety and welfare of all employees and, in addition, for managing the environmental impact of our operations; to ensure that all risks are properly assessed and controlled, so far as is reasonably practicable
- To establish and maintain clear written standards and procedures to control the risk to health, safety and the environment and to ensure that they are adhered to
- To ensure that all Company employees are competent and able to perform their tasks safely, through the provision of adequate training, information and supervision
- To maintain an effective system of consultation with our clients, suppliers and contractors on health, safety and environmental issues
- To record and investigate all accidents, ensure appropriate corrective actions are taken to prevent recurrence and to continually improve the accident record year on year
- To promote an increased awareness of safety and a responsibility for the environment amongst all employees
- To maintain an effective system of monitoring and reviewing health, safety and environmental performance.

2 Organisation & Responsibilities

2.1 Organisation for Managing Health and Safety



2.2 Responsibilities of Managing Director

As **Managing Director**, Allen Revell is ultimately responsible for the health, safety and welfare of employees and of everyone else who may be affected by the Company's activities, including the public. He is specifically responsible for ensuring that:

- An adequate and effective policy for health, safety and welfare is prepared and implemented
- Adequate and effective arrangements for planning, organisation, control and monitoring for health and safety are implemented in accordance with relevant legislation and this policy
- The arrangements set out in this policy are implemented and for continually monitoring and reviewing safety performance in the Company
- Sufficient financial, labour resources and time are available to meet statutory requirements
- The Company environmental policy objectives are maintained
- Setting a good example of behaviour with regard to health, hygiene and safety

The **Managing Director** also has duties as an employee (see section 2.8 on responsibilities of employees)

2.3 Responsibilities of Safety Co-ordinator

The **Managing Director** also takes on the role of **Safety Co-ordinator** for the Company. He is specifically responsible for ensuring that:

- All employees and self-employed subcontractors receive adequate instruction, information, training and supervision to achieve the requirements of this policy
- Suitable equipment, procedures and other control measures are to be provided to prevent or reduce risks to health and safety
- Employees and self-employed subcontractors are aware of their health and safety responsibilities and duties in relation to health and safety, and comply with the requirements of the policy, and relevant regulations and the Construction Phase Plan, where applicable
- Employees are consulted and their views considered prior to implementing changes that may affect their health and safety
- All reported health and safety issues are reviewed and remedial action applied when necessary
- Competent health and safety advice and support is available
- All site work is properly planned, organised and co-ordinated to ensure minimum risk to the health and safety of employees or anyone who may be affected by the Company's activities
- All types of risk assessments and method statements are prepared for site activities, as required
- Safety monitoring is undertaken on site during site visits
- Statutory authorities are co-operated with (i.e. HSE Inspector)

- Investigations on serious accidents and near misses are carried out and measures implemented to prevent re-occurrence
- Health & safety training requirements are reviewed annually, training arranged as required and training records retained in the office
- New employees receive induction training
- Formal inspections are undertaken on site and filing the reports in the health & safety file
- Risk assessments and Fire Risk Assessment are prepared for the premises
- Accidents and dangerous occurrences at work are reported to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Ensuring the health & safety of office staff
- Ensuring DSE assessments are undertaken on office staff
- Ensuring driving licence records are retained
- The Company has adequate first aid provisions
- Subcontractors are competent with adequate health & safety resources
- Subcontractors produce suitable risk assessments and method statements
- Setting a good example of behaviour with regard to health, hygiene and safety
- Listening to employees, agency staff and subcontract Company employees concerns in relation to health & safety and act accordingly

The **Managing Director** also has responsibilities as an employee (see section 2.7)

2.4 Responsibilities of Director

As a **Director** of the Company, Rob Page shares responsibility with the **Managing Director** for ensuring there are effective arrangements, planning, organisation, control and monitoring for safety within the Company. They are specifically responsible for ensuring that:

- Supporting the **Managing Director** in his general duty to ensure the health and safety and welfare of employees and others
- Acting on reports from employees and others on matters of health and safety and reporting back to the **Managing Director**
- Ensuring that health and safety is taken fully into account in all dealings with the Company and using the competent advice available

The **Director** also has responsibilities as an employee (see section 2.7).

2.5 Responsibilities of Project Manager

The **Project Manager** is specifically responsible for:

- Planning site work to ensure minimum risk to the health and safety of employees or any who may be affected by the Company's activities
- Ensuring compliance with the Company safety policy and relevant regulations, and the site construction phase plan where applicable
- Preparing risk assessments and method statements, as required
- Ensuring that equipment procured or hired by the Company is suitable for the intended task, complies with statutory safety standards and is CE marked
- Ensuring all site operatives undertake site induction
- Organising and co-ordinating warehouse and yard activities on a daily basis to ensure minimum risk to the health and safety of employees or any persons who may be affected by the Company's activities
- Ensuring that materials are stored safely in the yard and warehouse and maintaining a tidy site with safe access and egress
- Ensuring all accidents and incidents are reported to the office for recording in the accident book
- Meeting and liaising with visitors and inspectors to the site and appointing a competent person to take charge during temporary absences and maintaining a record of all site visitors
- Co-operating with statutory authorities (ie HSE Inspector)
- Setting a good example of behaviour with regard to health, hygiene and safety
- Listening to employees, agency staff and subcontract Company employees concerns in relation to health & safety and act accordingly

The **Project Manager** also has responsibilities as an employee (see section 2.7)

2.6 Responsibilities of Site Managers

The **Site Managers** are specifically responsible for:

- Organising and co-ordinating site work on a daily basis to ensure minimum risk to the health and safety of employees or any who may be affected by the Company's activities
- Ensuring compliance with the Company safety policy and relevant regulations, and the construction phase plan where applicable
- Ensuring risk assessments, method statements and safe systems of work are adhered to and all registers and records are kept up to date
- Equipment used by the Company is regularly inspected and maintained in accordance with statutory requirements
- Ensuring materials and substances are stored safely and comply with statutory requirements
- Maintaining a tidy site with safe access and egress to places of work and the site accommodation
- Ensuring all accidents and incidents are recorded in the accident book on site
- Meeting and liaising with visitors and inspectors to the site and appointing a competent person to take charge during temporary absences and maintaining a record of all site visitors

- Co-operating with statutory authorities (i.e. HSE Inspector)
- Setting a good example of behaviour with regard to health, hygiene and safety
- Listening to employees, agency staff and subcontract Company employees concerns in relation to health & safety and act accordingly
- Ensuring combustible materials are not burnt on site
- Acting as fire marshal in the event of a fire alarm

The **Site Managers** also have responsibilities as employees (see section 2.7)

2.7 Responsibilities of Employees and Self-employed Subcontractors

All **employees** have a duty to co-operate with the employer under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other related regulations.

Self-employed subcontractors will comply with all aspects of this policy as though they were employees. Conversely the Company will treat self-employed subcontractors as though they were employees.

All **employees** and **self-employed subcontractors** will therefore:

- Comply with the Company safety policy, risk assessments, method statements and safe systems of work
- Comply with the construction plan on all projects
- Co-operate with both employer and management and follow instructions
- Use the appropriate plant, tools and equipment as instructed and not misuse
- Ensure that guards are in position whilst plant and portable equipment are in use
- Keep tools, equipment and PPE in good condition and report defects
- Report any accident, dangerous occurrence or condition to their Manager
- Take all reasonable steps to ensure the safety of themselves and others
- Avoid improvised arrangements and suggest safe ways of reducing risks
- Not interfere with or misuse anything provided for them in the interests of health, safety and welfare
- Wear appropriate clothing, footwear and PPE conducive to the work
- Raise any health & safety concerns with their **Manager/Supervisor**
- Report immediately any defective plant and equipment to their **Manager/Supervisor** and do not use until repaired
- Inform their **Manager/Supervisor** if they suffer from any allergy, health problem or are receiving medication likely to affect their work ability to do manual handling tasks

Any breach of these requirements will be treated as a breach of contract and appropriate disciplinary action will be taken. The taking of any reasonable action to safeguard the health, safety and welfare of themselves and others will not result in any form of disciplinary action.

2.8 Responsibilities of External Safety Advisor

The Company's nominated **External Safety Advisor** will:

- Regularly meet with the **Safety Co-ordinator** to review/audit the Company's health & safety management system
- Ensure the Company H&S Policy reflects the Company's operations and organisation and is compliant with current legislation
- Assist the company in preparing health & safety plans, general risk assessments and method statements, as required
- Identify H&S training requirements as part of the review process and provide H&S training as required
- Provide health & safety advice and support as required
- Undertake site inspections and prepare inspection reports as required
- Assist in accident investigations and preparing accident reports

3 Health and Safety Arrangements

3.1 Communication and Consultation

The Management of the Company will communicate to employees their commitment to safety and ensure that employees are familiar with the contents of the Company Health and Safety Policy.

Communication and consultation will take place by providing written information from this policy via email, through formal meetings, monthly management meetings, site meetings and the general daily interaction and supervision process.

Relevant Legislation and Information:

Consultation with Employees Regulations 1996

3.2 Health & Safety Information

All new employees will receive induction training when they join the Company.

As part of the induction process employees will be provided with:-

- a copy of this policy
- an employee health & safety handbook
- relevant risk assessments and procedures
- information on workplace hazards, emergency procedures and first aid arrangements

The employee health & safety handbook will include key aspects of the Health & Safety Policy and includes emergency procedures, "Do's and Don'ts", safe systems of work, diagrams of safe lifting techniques and other key health & safety information.

All employees will also have access to the online version of CITB GE700 which provides useful information about managing health & safety on construction sites.

Employees will also receive information when:

- There are proposed changes that may affect their health and safety;
- There are changes to work procedures or working patterns;
- New work equipment / plant is being procured/hired;
- There are changes as a result of new or revised legislation

The Company will retain the documents for reference in the Health & Safety File retained in the office.

Employees will be encouraged to read the Health & Safety Law poster, displayed in the Office, which provides key information about employer's responsibilities and employee's rights. The Company will also display a copy of the Company's Policy statement and Employer's Liability (Compulsory Insurance) Certificate.

Copies of these documents will be displayed on the notice board.

Relevant Legislation and Information:

Health & Safety at Work Act 1974

Health & Safety Information for Employees Regulations 1989

Employees Liability (Compulsory Insurance) Act 1969

3.3 Co-operation and Care

If the Company is to build and maintain a health and safe working environment, co-operation between workers at all levels is essential.

All employees are expected to co-operate with management and customers on safety matters and to accept their duties under this Policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform their duties under this Policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and of all other people affected by operations of the Company.

Relevant Legislation and Information:

Managing for Health & Safety – HSG56

3.4 Safety Training and Induction

All new employees will be given induction training in the following:

- Fire and emergency evacuation procedures in the premises
- Arrangements for First Aid
- Procedures for reporting hazards, accidents, dangerous occurrences, incidents of violence and occupational ill-health and problems in safety arrangements
- Safe use of any equipment

The person responsible for giving inductions and retaining induction records will be the **Managing Director**.

Similarly any **Operatives** visiting site for the first time will be given site specific induction by the **Project Manager**, as required under the CDM Regulations. Records will be retained in the health &

safety file on site.

All employees will be trained in safe working practises and procedures prior to being allocated any new role. Training will be provided on the safe use and maintenance of work equipment where necessary.

Employees will be encouraged to bring to the attention of management any training courses or training needs which they think might be appropriate.

A formal review of training needs will be undertaken annually by the **Managing Director**.

All employees will be trained and updated in health and safety and the specific hazards of their work on a regular basis. Special training will be given for specialist roles / tasks i.e. first aid.

The **Managing Director** will be responsible for maintaining records of training which will be filed in Personnel Files.

Relevant Legislation and Information:

Health and Safety at Work Act 1974 Section 2(2c)

The requirement for training appears in all health and safety regulations

3.5 **Monitoring and Review of Health & Safety Policy**

The Policy will be reviewed annually by the **Managing Director** and the **Safety Advisor** to ensure that all of the information given in it is still valid. Advice will be obtained from the Company's **Safety Advisor** to ensure that the Policy remains compliant with legislation.

Any updates or amendments will be brought to the attention of the employees, and information, instruction and training provided where necessary.

Relevant Legislation and Information:

Health and Safety at Work Act 1974 Section 2(3)

Management of Health & Safety at Work Regulations 1999

3.6 **Inspection and Monitoring**

Workplace inspections will be carried out to monitor safety and to prepare formal reports. These inspections will also provide an opportunity to review the continuing effectiveness of the Policy and to identify areas where revision of the Policy may be necessary

Inspections will also be conducted in relevant areas whenever there are significant changes in the nature and/or scale of the Company's operations.

The **Directors** will be responsible for day to day, informal monitoring of the premises and site work, while carrying out other duties.

The **Project Manager** and **Site Managers** will be responsible for day to day informal inspection of site work.

The **Project Manager** and **Safety Advisor**, as required, will be responsible for periodic formal inspection of sites. The inspection reports will be filed in the Health and Safety File on site.

Relevant Legislation and Information:

Health and Safety at Work Act 1974 Section 2(3)

Management of Health & Safety at Work Regulations 1999

Managing for Health & Safety – HSG56

Construction (Design & Management) Regulations 2015

3.7 **Annual Audit / Review**

The Company's nominated safety advisors will audit / review the safety management system annually to:-

- a) Ensure that the Health & Safety Policy remains up to date and effective
- b) Ensure that the safety management system is being implemented correctly together with any recommendations for improvement
- c) Identify any uncontrolled hazards in the workplace

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

3.8 **Safety Advice**

Advice on health and safety and occupational health matters will be available from the Company's nominated safety advisors:-

Complete Health & Safety Ltd
Unit 4 Elm Business Centre
Chartwell Road, Lancing
West Sussex, BN15 8FD
Telephone: 01273 833919
Email: info@complete-hs.co.uk

Health & safety information is also available at the HSE website.

The HSE telephone help line is no longer available.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

3.9 Hazard Reporting

It is the policy of the Company to eliminate hazards from the work place wherever possible.

All employees have a duty to report any unsafe or unhealthy working conditions, practices or arrangements. The **Directors** and **Project Manager** will take immediate remedial action to eliminate or minimise the risk and will take the necessary long-term action to prevent future occurrences.

If an employee is concerned that the Company is not doing enough, the Company accepts that the employee ultimately has the right in law to approach the Health and Safety Executive/Local Authority as detailed on the Health and Safety Law poster in the office.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

3.10 Risk Assessments

It is the policy of the Company to comply with the statutory requirement for risk assessment as set out in the Management of Health & Safety at Work Regulations.

The Company will carry out suitable risk assessments for all tasks undertaken in the Company and significant risks will be identified, documented and risks reduced to the lowest level, so far as is reasonably practicable.

The Company will prepare site-specific risk assessments for all CDM projects and where site conditions, hazards and risks vary.

The **Directors** have overall responsibility for ensuring that the Company has a risk assessment programme in place.

The **Project Manager** is responsible for undertaking site surveys and preparing site specific risk assessments.

Subcontractors have responsibility for preparing their own risk assessments and method statements. These will be checked by the **Project Manager** or **Site Manager** before work

commences on site. **Site operatives** will be required to sign the site induction form to confirm that they have read and understood the contents of the site risk assessments and method statements.

The **Site Managers** will ensure that employees working on site are made aware of the significant findings of the risk assessment process and the necessary control measures before commencing work.

The **Managing Director** is responsible for ensuring that risk assessments are prepared for the premises and ensuring that the findings of the risk assessment process are communicated to office staff.

Copies of the site risk assessments will be filed in the Health and Safety File on site.

Master copies of Risk Assessments for the premises will be filed in the Health and Safety File in the office.

It is important for employees to understand the difference between hazard and risk. A hazard is "something which could cause harm" and a risk is "the potential severity of the hazard combined with likelihood, high or low, that someone will be injured by the hazard".

The risk assessment documentation will include a detailed explanation of the risk evaluation criteria used for establishing high, medium or low risk.

General risk assessments will be reviewed:

- At an agreed review date, normally annually
- When there are any changes to equipment or procedures
- When there are changes as a result of new or revised legislation
- Following any accident or incident

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999 Regulation 3

A number of other Regulations also have a specific requirement for risk assessment

CITB GE700 Section A07

3.11 Safe Systems of Work / Method Statements

All site work will be carried out in accordance with the safe system of work documented in CITB online manual 'Construction Site Safety' GE700, which will be accessible to all employees.

All employees will be trained in the safe systems of work (see above).

Site specific method statements will be prepared by the **Project Manager** or **Contractors** for all significantly hazardous activities such as work at height and lifting operations. The Company will generally not prepare method statements for routine work with low hazards and risks.

Method statements will include, as a minimum, the following information:

Description of work; sequence of operations; supervisors; plant and equipment used; PPE required; First Aid requirements; emergency procedures; safety of third parties and waste disposal.

The **Site Managers** will be responsible for ensuring that site operatives read, understand and comply with method statements.

The Company will request and review method statements from subcontractors before commencing work on site.

Relevant Legislation and Information:

Construction (Design & Management) Regulations 2015

CITB GE700 Section A07

3.11 **First Aid**

It is the policy of the Company to comply with the Health & Safety (First Aid) Regulations.

An adequate number of employees will be trained in First Aid at Work or Emergency First Aid at Work in order to provide first aid cover at all times in the premises or on site.

The **Directors** have overall responsibility for ensuring that the First Aid Policy is implemented.

Site Managers will be trained in **First Aid at Work**.

First Aiders will receive refresher training at least once every 3 years.

Suitable first aid kit(s) will be located in the kitchen, yard office and in various key positions on site.

Employees will be informed about first aiders and first aid provisions during induction.

The **First Aiders** will be responsible for regularly checking and restocking the first aid kits.

All staff working away from the premises alone will be required to carry mobile phones, which should be used to call an ambulance or other assistance in the case of an emergency.

Relevant Legislation and Information:

Health & Safety (First Aid) Regulations 1981

First Aid at Work ACOP (L74)

CITB GE700 Section B04

3.12 Accident Recording Procedures

The **Site Managers** will ensure that all accidents on site are recorded in the accident book retained in the office.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

Data Protection Act 1998

CITB GE700 Section F2

3.13 Accident Investigation

The Company views accident investigation as a valuable tool in the prevention of future accidents/incidents. In the event of a RIDDOR reportable accident, the accident will be investigated and a report drawn up by the **Project Manager** as appropriate. The accident report will detail:

- The circumstances of the accident including photographs and diagrams whenever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as reasonably practicable. Any person required to give an official statement has the right to have a lawyer or other representative present.

The completed report will then be analysed to discover the underlying or root causes and what action should be taken to prevent a recurrence.

The accident report will be filed in the Health & Safety file in the office.

A follow up report will be completed after a reasonable time examining the effectiveness of any new measures adopted.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

CITB GE700 Section F2

3.14 **Reporting Accidents and Incidents to the HSE**

In the case of an over 7 day injury or dangerous occurrence which is reportable under RIDDOR (Reportable Injuries, Diseases and Dangerous Occurrences Regulations) the **Managing Director** will ensure that the HSE Incident Contact Centre is notified within 15 days of the incident using the online form at website www.hse.gov.uk/riddor/report.htm.

In the case of an occupational health condition which is reportable under RIDDOR the **Managing Director** will ensure that the HSE Incident Contact Centre is notified within 15 days of diagnosis of the occupation health condition using the online form at website www.hse.gov.uk/riddor/report.htm.

In the case of a fatality or specified injury accident the **Managing Director** will ensure that the HSE Incident Contact Centre is notified as soon as possible by phone on 0845 3009924 or using the online reporting facility www.hse.gov.uk/riddor/report.htm.

In the case of a dangerous occurrence or injury to the public involving treatment at a hospital, the **Managing Director** will ensure that the HSE Incident Contact Centre is notified as soon as possible using the online reporting facility www.hse.gov.uk/riddor/report.htm.

The **Managing Director** will ensure a copy of any reportable injury, disease or dangerous occurrence report is kept on file in the office and retained for a minimum of three years. The report will include the date and method of reporting, the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease.

The Company accepts that failure to report these types of accidents or incidents could result in a criminal prosecution. (For more information about RIDDOR look at <http://www.hse.gov.uk/riddor/index.htm>)

Relevant Legislation and Information:

Reporting of Injuries, Diseases and Dangerous occurrences Regulations 2013

HSE leaflet 'RIDDOR' HSE31

3.15 **Construction (Design and Management) Regulations**

The CDM Regulations are intended to ensure the complete safety of any building from design through construction and working life to, ultimately, demolition.

The CDM 2015 Regulations apply to both **domestic** and **commercial** projects. A “notifiable” project is one which lasts more than 30 working days and has more than 20 workers working on the project at any one time, **or** exceeds 500 person days.

When there is more than one **Contractor** involved in a project, regardless of duration, then the project will require a **Principal Contractor** and **Principal Designer** to be appointed by the **Client**. Specific duties as applicable to the Company are detailed below.

3.15.1 *Worker Duties*

For all **Workers** working on all types of domestic or commercial projects **Workers** must:

- Be consulted about matters which affect their health, safety and welfare;
- Take care of their own health and safety and others who may be affected by their actions;
- Report anything they see which is likely to endanger either their own or others’ health and safety;
- Cooperate with their employer, fellow workers, contractors and other duty holders;
- Comply with legal health and safety requirements for construction sites.

3.15.2 *Contractor Duties*

On all types of construction projects the Company will:-

- Plan, manage and monitor own work and that of workers and subcontractors
- Co-operate and co-ordinate activities with the other duty holders
- Appoint competent contractors and workers
- Provide the right supervision
- Consult with workers
- Prepare a Construction Phase Plan (when the Company is the only Contractor on site)
- Ensure welfare facilities are provided
- Ensure a site induction is provided
- Ensure the site is secure
- Provide information to the **Principal Contractor** (where applicable), **Workers** and **Subcontractors**
- Comply with the specific requirements in Part 4 of the CDM Regulations

3.15.3 *Designer Duties*

If the Company is the only **Designer** involving a **Principal Contractor** then the Company will be deemed to be the **Principal Designer** and will therefore take on the additional responsibilities detailed in the **Principal Designer** section below.

As a **Designer** on all types of project, the Company will:-

- Ensure that the Company has the competence to undertake the design work
- Check **Client** is aware of their duties and ensure **Principal Designer** has been appointed where more than one **Contractor** is engaged on the project
- Prepare and modify designs for safety and health
- Eliminate, reduce or control foreseeable risks in the design that may arise during construction and the maintenance and use of a building once it is built
- Co-operate and co-ordinate with **Client**, **Principal Designer**, other **Designers** and others
- Provide information to the **Client**, **Principal Designer**, other **Designers** to help them fulfil their duties
- Provide information for the health and safety file

3.15.4 CDM Responsibilities in the Company

The **Directors** will be responsible for the long term planning and management of health and safety on site.

The **Project** and **Site Managers** will be responsible for the day to day planning, management and control of health and safety on site.

Relevant Legislation and Information:

Construction (Design & Management) Regulations 2015

Construction (Design & Management) Regulations 2015 – HSE Guidance L153

CITB Industry Guidance for Contractors

CITB Industry Guidance for Workers

CITB Industry Guidance for Designers

CITB GE700 Section A8

3.16 Managing Subcontract Companies

The Company uses the services of **Subcontract Companies** at times. Under the CDM Regulations the Company is responsible for ensuring that the work undertaken by the **Subcontractor** is carried out safely and without risk to employees or others affected by the **Subcontractor's** activities.

The **Project Manager** will ensure that **Subcontractors** are competent before any work is started. To achieve this, some or all of the following information will be requested from the **Subcontractor** as part of the Company's Supply Chain Review.

- Health & Safety Policy
- Copies of risk assessments, method statements and any documented safe systems of work
- Copies of Insurance Policies
- Details of competence of key employees (ie qualifications, experience, training)

The information will be obtained, reviewed and held on file by the **Project Manager**.

Prior to commencing any work on site, a **Subcontractor** will be required to submit a suitable risk assessment and method statement for review by the **Project Manager**. The **Subcontractor** will be required to ensure that these documents are brought to the attention of contractor employees to ensure that the work can be carried out safely.

Subcontractors are required to co-operate with, and to follow, any reasonable instructions given by the Company in the interests of health and safety.

The **Project Manager** and/or **Site Managers** will bring to the attention of the **Subcontractor** any specific hazards, specific requirements for safe working and site rules or provide any specific health and safety guidance, training or information.

Relevant Legislation and Information:

Construction (Design & Management) Regulations 2015

CITB GE700 Section A8

3.17 **General Fire Precautions in the Premises**

The **Managing Director** has overall responsibility for ensuring that suitable fire precautions are implemented and maintained and that a fire risk assessment is undertaken in accordance with the Fire Regulations.

Employees will be instructed to remain vigilant with consideration given to guarding against things that can fuel a fire (e.g. cardboard, paper, clothing etc) and ignite a fire (heaters, electrical equipment etc).

Employees working in the premises will be made aware of the location of fire extinguishers, other fire precautions and the emergency exit routes during the Company induction briefing.

Signs will be positioned above each extinguisher to make it clear about which type of extinguisher to use in the event of a fire.

Fire exits are located at strategic points. Everyone in the Company will be made aware that exit doors and corridors must never be blocked locked or used as storage space.

The day to day informal inspection of the premises will be undertaken by the **Managing Director**, who is always in the building, to identify any shortcomings in fire arrangements.

The Company will provide employees with information in the safe use of fire extinguishers. Employees are only expected to tackle a fire themselves if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should leave the building immediately.

The fire extinguishers and emergency lighting systems will be serviced and tested annually by competent servicing companies.

Employees must abide by the no smoking policy in the premises and on site.

Employees will be instructed not to store or allow combustible materials to accumulate in the workplace as this can result in a fire hazard.

Relevant Legislation and Information:

Regulatory Reform (Fire Safety Order) 2005

Fire Safety Risk Assessment: Guide 2 Factories & Warehouses

CITB GE700 Section H1

3.18 **Emergency Evacuation Procedure at the Premises**

In the event of the fire, the person discovering the fire will shout 'FIRE'.

On hearing the fire alarm all employees will leave the building by the nearest available exit and assemble at the designated assembly point in the yard.

Suitable fire action signs will be positioned in key and prominent locations throughout the premises.

The **Project Manager** and **Managing Director** are the appointed **Fire Marshalls** for the Company.

The **Fire Marshalls** will be responsible for ensuring safe evacuation and for performing a roll call; they will be the point of contact with the emergency services.

It is not considered that fire drills are necessary because of the small size of the Company.

Relevant Legislation and Information:

Regulatory Reform (Fire Safety Order) 2005

Fire Safety Risk Assessment: Offices & Shops

CITB GE700 Section H1

3.19 **General Fire Precautions on Site**

Employees working on site will be given details of the fire precautions and procedures by the **Site Manager** during site induction.

The fire precautions will be outlined in the Construction Phase Plan provided by the Main Contractor or in the Method Statement. Suitable fire extinguishers will be located at strategic points throughout the site, as necessary.

Site operatives will only be expected to tackle a fire themselves if it would pose no threat to their personal safety to do so. If the situation is dangerous, or potentially dangerous, then the site operative should leave the building immediately.

Site operatives will be required to abide by the smoking policy on the site. Smoking will only be permitted in external designated areas to be advised during site induction.

Site operatives will be instructed to not store or allow combustible materials to accumulate in the workplace as this can result in a fire hazard.

Relevant Legislation and Information:

Regulatory Reform (Fire Safety) Order 2005

Construction (Design and Management) Regulations 2015

CITB GE 700 Section H2

3.20 **Hot Works**

It is the Company's policy to utilise a formal hot work permit system when necessary to reduce the risks of fire on site.

Employees or external contractors who intend to undertake work which involves generating heat or sparks (i.e. flame cutting, welding or grinding), or the use of a naked flame, will not be permitted to commence work until the risks have been assessed, suitable precautions identified and a permit to work issued.

Site Managers will issue the hot work permit and sign off the permit after the job has been completed and the fire watch time expired.

Relevant Legislation and Information:

Regulatory Reform (Fire Safety) Order 2005

Construction (Design and Management) Regulations 2015

Fire Safety in Construction – HSG168

CITB GE 700 Section H2

3.21 **Storage of Flammable Liquids/Gas**

It is the Company's policy to store and use LPG and HFLs in accordance with Dangerous Substances and Explosive Atmospheres Regulations 2002.

LPG will be stored in a dedicated, well ventilated storage area away from buildings, excavations, perimeters, hot works and other ignition sources.

HFLs will similarly be stored in a suitably ventilated storage area with suitable bunding arrangements to collect spills.

There will be a no smoking sign and fire extinguisher in the vicinity of LPG or HFL storage areas.

All LPG bottles on site will be stored in the storage area until required for use. Empty LPG bottles will be kept separate from full bottles and removed from site as soon as possible.

LPG and HFLs will be stored and used on site in accordance with the controls identified in the risk assessments.

Relevant Legislation and Information:

Dangerous Substances and Explosive Atmospheres Regulations 2002

Construction (Design and Management) Regulations 2015

CITB GE 700 Section H2

3.22 **Work Equipment**

It is the policy of the Company to comply with the Provision and Use of Work Equipment Regulations.

The **Project Manager** and/or **Site Managers** will be responsible for procuring or hiring appropriate and CE marked work equipment from reputable Companies.

The **Project Manager** will ensure that plant / work equipment owned by the Company are serviced and maintained in good working order in accordance with the equipment manufacturer's recommendations and statutory requirements using approved servicing companies. A limited amount of cleaning and maintenance will be undertaken by **authorised staff** subject to risk assessment.

The **Site Managers** will ensure that Plant / Equipment on site are subject to ongoing weekly and daily inspections, with records retained in the health & safety file on site.

Risk assessments will be undertaken on plant / work equipment with significant risks. The risk assessments will take into account the risks during maintenance, fault finding etc as well as general use.

All employees will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment with significant risks will be restricted to authorised persons. The **Site Managers** will obtain and retain copies of certificates of competence in the health & safety file on site.

Where equipment has been provided with covers/guards and interlocks, the covers/guards and interlocks will be kept in good working order and used at all times.

All employees will be provided with such personal protective equipment (PPE) as is necessary to protect them from the dangers of using work equipment. PPE will be issued as a last resort, the management having first considered whether risks can be eliminated or reduced by other more permanent means.

All work equipment will be clearly marked with health and safety warnings where appropriate.

Relevant Legislation and Information:

Provision and Use of Work Equipment Regulations 1998 (PUWER)

CITB GE700 Section D

3.23 **Abrasive Wheels / Angle Grinders**

It is Company policy to ensure that anyone who is expected to use either portable or fixed abrasive wheels is made aware of the hazards and trained to operate the equipment safely.

The **Site Managers** will ensure that the right type of abrasive wheel is available for the work being undertaken.

No employee will be permitted to mount or set an abrasive wheel unless they have received training and have a certificate of competence. Any training will be provided by an approved training provider.

Guards are fitted for the protection of operators and they must not be removed or interfered with in any way. Any employee found interfering with, or misusing, an abrasive wheel may be disciplined. The equipment will be maintained by competent persons in accordance with manufacturer's recommendations.

Should an employee believe any abrasive wheel to be dangerous or unsafe to use, they should remove it and report it so that arrangements can be made for it to be inspected by a competent person.

Relevant Legislation and Information:

Provision and Use of Work Equipment Regulations 1998 (PUWER)

HSE leaflet HS (G) 17 'Safety in the Use of Abrasive Wheels'

CITB GE700 Section D1

3.24 **Forklift Trucks / Telehandlers**

It is Company policy to ensure that Forklift Truck / Telehandler operations are carried out with minimal risk to the health and safety of employees and visitors in accordance with the relevant statutory regulations.

The **Project Manager** and/or **Site Managers** will ensure that any hired FLT's / Telehandlers are suitable for the workplace and for the type of work being undertaken. It is crucial that Telehandlers are supplied with an appropriate certificate of conformance or proof of thorough examination and test.

Only authorised operatives will be allowed to drive the FLT / Telehandler. **FLT / Telehandler operators** will:

- Have a current certificate of competence
- Be medically fit

Copies of certificates will be retained in the H&S file on site.

Drivers will be required to carry out informal daily checks and formal weekly inspections, and instructed to report problems with FLT's / Telehandlers immediately to the **Site Managers** so that arrangements can be made for inspection and repair.

Appropriate records will be retained by the **Site Managers** on site.

Relevant Legislation:

Provision and Use of Work Equipment Regulations 1998 (PUWER)

CITB GE700 Section D3

3.25 **Lifting Equipment & Lifting Operations**

It is the policy of the company to comply with the Lifting Operations and Lifting Equipment Regulations.

The **Project Manager** will be responsible for procuring / hiring lifting equipment or lifting services from reputable companies. They will ensure that any lifting equipment selected for use on site is suitable for the task while having adequate strength and stability. The management will also ensure that adequate information on the safe and proper use of the equipment is obtained from the supplier.

The **Managing Directors** will ensure that lifting equipment and lifting accessories owned by the Company are subject to 12 monthly or 6 monthly statutory thorough examinations by a competent firm. This is in addition to any servicing/maintenance requirements as required by PUWER 1998.

The **Site Managers** will check that owned / hired equipment has been subject to statutory LOLER thorough examination checks before use.

Risk assessments will be carried out on the use of the lifting equipment and all lifting operations will be planned, undertaken and supervised by competent persons. Method statements will be prepared by competent people for all lifting operations.

Operatives who are undertaking/supervising lifting operations will have been provided with suitable information, instruction and training in the safe operation of the equipment.

All **operatives** must ensure that the specified safe working loads (SWL) of the lifting equipment or accessories are not exceeded. Operators of the lifting equipment must be aware that it must not be used in a way, or for a purpose, for which it is not intended.

Any defective lifting equipment will be reported to the **Site Managers** immediately and taken out of service. A label will be fixed to the equipment to clearly identify it as being out of service.

The **Managing Director** will ensure that any failure of the lifting equipment, even if no one is injured, is reported to the HSE under RIDDOR (see policy on RIDDOR).

Relevant Legislation and Information:

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

CITB GE700 Section D3

3.26 Electricity at Work

It is the policy of the Company to comply with the Electricity at Work Regulations.

The regulations stipulate that anyone working with electricity must be competent to do so. Therefore only qualified electricians are authorised to undertake any electrical work in the premises.

Employees will be instructed to switch off electrical equipment immediately if they notice a problem with electrical equipment and report the situation to the **Project Manager, Site Managers** or **Directors** who will arrange for a suitably qualified electrician to check the equipment.

All portable electrical equipment used by the Company will be subject to regular inspection and test to ensure it remains safe to use. Employees will be encouraged to inspect equipment before use. Portable electrical equipment will be subjected to inspection and or test by a competent person at the following intervals:

Type of Equipment	User Checks	Formal Visual Inspection	Combined Inspection & Testing (PAT Test)
Mobile Equipment in Office (ie kettles)	N/A	N/A	Annually
Static Equipment in Office (ie computers)	N/A	Annually	3-5 years
Equipment used on site	Before Use	N/A	6 monthly

All portable electrical equipment will be tagged with a date for re-inspection and test. Employees will be instructed to take out of service any equipment found without a date or an expired date report it to the **Site Manager** or **Managing Director**.

The fixed electrical installation in the premises will be checked by a qualified electrician at least once every 5 years.

Where it is necessary to use 240 volt tools, a suitable RCD will be installed in the circuit. Battery powered tools or 110 volt tools will be used as the preferred solution whenever possible.

Relevant Legislation and Information:
The Electricity at Work Regulations 1989
CITB GE700 Section E4

3.27 Personal Protective Equipment

It is the policy of the Company to comply with the Personal Protective Equipment at Work Regulations.

All employees, who may be exposed to a risk to their health and safety while at work, will be provided with suitable properly fitting and effective personal protective equipment (PPE) – such as safety boots, safety helmets, eye protection and gloves. PPE will always be considered as a last resort or as a back up to other control measures.

Employees will be required to use PPE as identified by the risk assessments.

All PPE provided by the company will be properly assessed and selected by the **Site Managers** prior to provision.

The Company will not charge employees for the issue of PPE, however, In the case of safety footwear it will not provide the footwear but will make a contribution towards the cost.

All employees who are required to use PPE will receive information and instruction on the use, maintenance and purpose of the equipment. The Company will provide facilities for the correct storage of the PPE whenever necessary. Employees will be instructed to report any defects with PPE and not use it until replacement PPE has been issued.

The Company will endeavour to ensure that all PPE provided is used and used properly by its employees.

The **Site Manager** will be responsible for keeping records of PPE issued to employees. Records will be retained in Personnel Files.

Relevant Legislation and Information:

Personal Protective Equipment at Work Regulations 1992

CITB GE700 Section B2

3.28 **Manual Handling Operations**

It is the policy of the Company to comply with the Manual Handling Operations Regulations.

Manual handling operations will be avoided as far as is reasonably practicable. Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned.

The **Project Manager** will be responsible for assessing significant risks during the planning stage on construction projects.

The **Site Managers** will be responsible for assessing significant manual handling risks on a day to day basis.

The assessment will identify measures that will reduce the risk of injury to the lowest possible level possible. Priority will be given to providing mechanisation where practicable.

All employees who undertake manual handling tasks will be trained in safe manual handling techniques.

Relevant Legislation and Information:

The Manual Handling Operations Regulations 1992

CITB GE700 Section B7

3.29 **Display Screen Equipment**

It is the policy of the Company to comply with the Health and Safety (Display Screen Equipment) Regulations.

The **Managing Director** will ensure that each person who is a designated “user” of computer workstations undertakes a Workstation Assessment to ensure that the risks to their health and safety is minimised by meeting the workstation requirements as set out in the Schedule of the Regulations.

Workstation assessments will be undertaken soon after an employee joins the Company, following any changes to the workstation or work environment and at 3 yearly intervals.

The **Managing Director** will ensure that any identified actions are implemented and for filing workstation assessments in the Personnel files.

The Company will take all reasonably practicable steps to ensure the risks to the users of computers are eliminated or reduced to the lowest possible levels.

Computer users will be advised to undertake other tasks, take rest breaks etc to enable them to have 5 to 10 minutes break away from the screen or keyboard every hour.

Eyesight tests will be provided for Computer users on request.

Where computer users require corrective equipment specifically for using computers at work, the Company will provide funding towards a pair of glasses or contact lenses, the amount being equivalent to the cost of procuring a basic pair of glasses.

All computer users will be given appropriate and adequate information on the health and safety aspects of this type of work and will be given further information whenever the organisation of the workstation is substantially modified.

Relevant Legislation and Information:

The Health and safety (Display Screen Equipment) Regulations 1992

HSE Leaflet: Working with VDUs INDG36

3.30 **Control of Hazardous Substances**

It is the policy of the Company to comply with the Control of Substances Hazardous to Health (COSHH) Regulations.

A COSHH assessment will be conducted on work involving exposure to hazardous substances. It will be the responsibility of the **Project Manager** to ensure COSHH assessments are undertaken.

The assessment will be based on manufacturers' safety data sheets and the Company's knowledge of the work process. The findings of the COSHH assessment will be filed in the Health & Safety File held in the General.

The Company will take all reasonably practicable steps to ensure that exposure to hazardous substances is minimised and adequately controlled in all cases. The Company will follow the HSE's COSHH Approved Code of Practice (ACOP) to ensure adequate precautions are implemented. By applying the precautions outlined in the ACOP, the Company will ensure that the Workplace Exposure Levels are not exceeded.

Employees who come into contact with hazardous substances will receive information about the hazards and information and training on the safe handling and use of the substance.

COSHH assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Relevant Legislation and Information:

Control of Substances Hazardous to Health (COSHH) Regulations 2002

CITB GE700 Section B3

3.31 **Working at Height**

Under the Work at Height Regulations, the Company has a legal requirement to ensure that employees remain safe when working at height.

It is the policy of the Company to avoid working at height if possible. If work at height cannot be avoided then priority will be given to the provision of equipment that prevents falls (ie mobile access steps). Ladders and stepladders may be used, but only after having first considered the possibility of using safe working platforms and after having fully assessed the risks associated with undertaking the work from ladders and stepladders.

The **Project Manager** and **Site Managers** will ensure:-

- All work at height is properly planned and organised
- Those involved in working at height are competent
- The risks from work at height are assessed and appropriate work equipment is selected and used
- The risks from fragile surfaces are properly controlled
- The risks of falling objects are minimised
- Equipment for working at height is properly inspected and maintained
- People are prevented from entering danger areas below any working at height activity

All equipment for working at height is covered by the Provision and Use of Work Equipment Regulations 1998, therefore, equipment used for working at height must be suitable for the type of work being done.

The **Project Manager** or **Site Managers** will ensure that any equipment used is suitable for the task and, if hired, hired from reputable dealers .

The **Site Managers** will ensure that users of the equipment receive or have received information, training and instruction in the safe use of the equipment.

Ladders and Stepladders

It is Company policy to use ladders and stepladders only when other safer means of access are not practicable and where the work is light and short term (i.e. less than 30 minutes at a time).

The **Site Managers** will ensure that Class 1(Heavy Industrial) or BSEN131 (light Industrial) equipment is used.

Ladders and stepladders will be stored in a safe place when not in use and the Company will only permit authorised employees to use the equipment.

Any defective equipment will be reported immediately and taken out of service. A label will be fixed to the equipment to clearly identify it as out of service.

Mobile Scaffold Towers / Mobile Elevated Working Platforms

Operatives will occasionally be required to use Mobile Scaffold Towers or Mobile Elevated Working Platforms (MEWPs). The Company will hire suitable equipment from reputable suppliers when required.

All persons who are expected to use Mobile Scaffold Towers or MEWPs will have been trained in the use of the equipment.

Operatives will inspect the equipment following delivery. Operatives will be instructed to report any defects immediately and not use the equipment until replacement or missing parts have been delivered.

Safety Harnesses

The **Site Managers** will ensure that all operatives who are using safety harnesses have been trained in the use of the equipment. The **Site Managers** will ensure that safety harnesses have been inspected annually by a competent person.

The **Site Managers** will ensure that any lanyards/harnesses are suitable for the type of work being undertaken.

Operatives will be required to inspect harnesses before use. The harness will be connected to a designated anchor point which is certified to take the load of a falling person.

Safety Harness's must only be used when at least two persons are present on site. Only one operative may use a harness, the other must remain on the ground as banks man / observer.

The **Project Manager** will ensure that a rescue plan is prepared where there is a risk that a person could fall while using the equipment.

Scaffolding (Commissioned by the Company)

The Company will be required to arrange for the erection of scaffolding. The **Directors** will select a competent scaffolding company to erect, maintain and dismantle scaffolding. Scaffolding will be erected in accordance with the 'Guide to Good Practice for Scaffolding with Tubes and Fittings' TG20:05 as issued by the NASC. After erection, the scaffolding company will be required to inspect the scaffolding and issue a handover certificate to the **Site Manager**.

All such scaffolding will be subject to statutory inspections by a competent person:-

- After erection
- After any event likely to affect the stability or strength of the scaffolding
- At least once every seven days

The inspection register on site will be duly completed after each inspection.

The Company will provide information and training on basic scaffold safety. Employees will be instructed not to undertake modifications or repairs to the scaffolding under any circumstances.

Relevant Legislation and Information:

Work at Height Regulations 2005.

Provision and Use of Work Equipment Regulations 1998 (PUWER)

HSE Document: Work at Height Regulations – A brief guide INDG401

HSE Leaflet: Safe Use of Ladders & Stepladders INDG455

HSE Leaflet: Preventing falls from boom-type mobile elevating work platforms MISC614

HSE Leaflet: Tower Scaffolds CIS10

CITB GE700 Section C

3.32 **Asbestos in the Premises**

Under the Control of Asbestos Regulations 2012 it is the responsibility of the person in control of a premises to establish whether there are any asbestos containing materials (ACMs) in the premises and to assess the possible location of ACMs and potential risks to employees or others visiting or working in the premises. A written asbestos management plan must be prepared and implemented to ensure risks of exposure to employees or others in the premises are adequately managed. The asbestos management plan will include details of any known or potential ACMs within the premises

The **Managing Director** will be responsible for implementing and maintaining the asbestos management plan and ensuring that a suitable asbestos survey is undertaken by a competent organisation before any works are undertaken in the areas of risk identified in the plan. Depending on the outcome of the survey, the Company will arrange for the removal of the ACMs by a licenced contractor where the risks of exposure are significant and cannot be controlled by other means.

The Company has a duty to inform employees, contractors or any other person working in the premises about the location of ACMs. It may be necessary for contractors to work near ACMs without disturbing it. This should not be a problem, but a risk assessment will need to be prepared beforehand.

Should any employee discover any substance which may be ACMs, then work will stop immediately and the **Managing Director** will be informed. Work will not start again until full assurance has been given that it is safe to do so.

Relevant Legislation and Information:

Control of Asbestos Regulations 2012

Asbestos ACOP (L143)

CITB GE700 Section B8

3.33 **Noise at Work**

Where necessary, the Company will comply with the Control of Noise at Work Regulations.

It is possible that work undertaken by the Company will produce noise above the lower exposure action level (80 dB(A) Lepd / Lepw). The Company will not undertake formal noise assessments as a general rule. However, if there is any workplace where people have to shout or have difficulty in being heard clearly by somebody more than 1m away, then the Company will arrange for a noise assessment to be undertaken by a competent person.

Should the noise levels exceed 80 dB(A) Lepd / Lepw then the Company will take all possible steps to lower the sound levels and exposure, and issue employees with hearing protection and advise the employees about the risks to their hearing.

In the unlikely event that the sound levels exceed 85 dB(A) Lepd / Lepw over a working day then the Company will instruct them to wear the ear defenders.

Even though the sound exposure levels are likely to be below the lower exposure action level, all employees will be required to wear ear defenders when using exceptionally noisy equipment, such as abrasive wheels.

Any employee who works in a workplace where noise levels have been assessed as exceeding 85 dB(A) Lepd / Lepw will be subject to health surveillance in the form of annual personal audiometry tests. For more details about Health Surveillance refer to earlier paragraph.

Relevant Legislation and Information:

Control of Noise at Work Regulations 2005

CITB GE700 Section B10

3.34 **Hand / Arm Vibration Syndrome (HAVS)**

It is company policy to comply with the Control of Vibration at Work Regulations.

The Company will take all reasonably practicable steps to reduce the likelihood of any employee contracting the condition known as Hand / Arm Vibration Syndrome.

The Company will select vibrating equipment with preference given to equipment with the lowest published vibration emission levels.

Vibrating equipment will be well maintained to ensure that the levels of vibration do not increase over time and use.

Where vibration levels are not known for particular equipment, a look up chart will be referenced to establish the approximate vibration levels for that equipment. The chart will be positioned in a prominent position in the office.

The Company will assess the use of hand held vibrating equipment and ensure that employees are not exposed to daily exposure levels in excess of 5.0 m/s² (A8) so far as is reasonably practicable.

The HSE website <http://www.hse.gov.uk/vibration/hav/vibrationcalc.htm> will be used to calculate daily exposures.

The Company will ensure that employees using vibrating equipment are provided with suitable equipment, suitable gloves, have adequate rest breaks and a place for warming hands in cold weather.

Employees will be provided with information on recognising symptoms of HAVS and informed about the measures required to reduce the risks.

Employees will be instructed to report any signs of HAVS or any concerns with the equipment being used.

Relevant Information:

Control of Vibrations at Work Regulations 2005

HSE leaflet INDG175 Controlling the risks from hand arm vibration

CITB GE700 Section B13

3.35 **Workplace**

It is Company policy to comply with the appropriate regulations concerning the workplace environment.

The Company will take all reasonable steps to ensure that employees are provided with a comfortable and safe working environment with adequate space, lighting, ventilation, welfare facilities and good standards of housekeeping.

Floors, access routes and storage systems will be regularly inspected and maintained in good condition.

Areas and equipment used for the consumption, preparation or storage of food and drink will be cleaned thoroughly every day and inspected on a regular basis to ensure a high standard of hygiene.

The premises' toilets will be cleaned at the end of the day, outside of normal working hours.

Employees will be instructed to report any problems with toilets or other welfare facilities to the **Project Manager** or **Site Managers** who will decide what further action to take.

Relevant Legislation and Information:

The Workplace (Health, Safety and Welfare) Regulations 1992

Construction (Design & Management) Regulations 2015

CITB GE700 Section A6

3.36 **Cleanliness and Waste Disposal**

All employees will observe a high level of personal hygiene and cleanliness at all times and assist in maintaining a clean and acceptable working environment, whether in the company's premises or in the premises of others.

Waste and rubbish will not be allowed to accumulate and will be disposed of in the receptacles provided.

The Company encourages employees to take responsibility for their own working environment and to tidy up after themselves – and others if necessary.

The Workplace (Health, Safety and Welfare) Regulations 1992

Construction (Design & Management) Regulations 2015

CITB GE700 Section A6

3.37 **Driving on Business**

Employees will only be allowed to drive Company vehicles or their own vehicles while at work if they have been authorised to do so. An authorised driver will: -

- Be at least 25 years old
- Provide a copy of their driving licence to the **Managing Director's Admin Assistant**
- Advise the **Managing Director** immediately if they accrue any driving penalty points
- Be fit to drive and advise the **Project Manager** or **Managing Director** if they have a medical problem that may affect their ability to drive the vehicle safely

- Be responsible for daily vehicle checks in accordance with a written list

No person will be required to continually drive a vehicle for more than 3 hours without a rest break.

Drivers of vehicles will ensure that the carrying capacity of the vehicle under their control is not exceeded.

Drivers of vehicles shall always drive in a careful and consistent manner while complying with the Road Traffic Act, local byelaws and other relevant legislation.

All accidents will be reported to the **Managing Director** as soon as possible.

Relevant Legislation and Information:

Health & Safety at Work Act 1974 section 2&3

3.38 **Company Vehicles**

The **Custodians** of Company car / pickups are responsible for ensuring that their vehicles are kept roadworthy and in good condition, and repaired and maintained by competent vehicle servicing companies.

The **Project Manager** is responsible for ensuring that commercial vehicles are adequately maintained and serviced.

The Company will subscribe to a suitable rescue and recovery firm. No-one will be expected to work on a vehicle in the event of a breakdown.

A travelling first aid kit and small fire extinguisher will be provided for all Company vehicles.

Relevant Legislation and Information:

Health & Safety at Work Act 1974 section 2&3

3.39 **Use of Mobile Phones and Electronic Devices in Vehicles**

No drivers will be allowed to use mobile phones whilst driving a vehicle, unless a hands free kit has been fitted.

Similarly, no drivers will be allowed to use text messaging systems, SAT NAVs or any other electronic equipment whilst driving a vehicle.

Relevant Legislation and Information:

The Road Vehicles (Construction and Use) (Amendment)(No 4) Regulations 2003

3.40 **Medical Conditions**

New employees will be required to complete a medical questionnaire as a condition of employment. The **Directors** will be the only persons to have visibility of the completed questionnaire which will be securely filed in employee's files.

Any employee prescribed or taking medication or drugs that could affect their work or present a potential hazard will be required to report their situation to the **Project Manager, Site Manager** or the **Managing Director** before commencing work.

Any employee having a contagious condition will be required to report the condition to the **Project Manager, Site Manager** or the **Managing Director** as soon as possible.

Relevant Legislation and Information:

Health & Safety at Work Act 1974 section 2

Data Protection Act 1990

3.41 **Drugs and Alcohol Abuse**

The Company will not tolerate under any circumstances the use of illegal drugs, solvent or alcohol abuse. No employee shall be in possession of or under the influence of any illegal drug, solvent or alcohol at any time when travelling to, from or during work.

3.42 **Smoking**

Employees will be told that smoking is not allowed in any workplace, except in designated smoking areas.

Relevant Legislation and Information:

The Smoke Free Regulations 2015

3.43 **Lone Working**

The requirement within the Management of Health and Safety at Work Regulations means that in any job or task where a person may work alone, the risks have to be assessed taking account of the differences that will exist because the employee is unaccompanied.

Lone workers are defined as those who work by themselves without close or direct supervision i.e. employees who work alone both in and outside of normal working hours e.g. mobile operatives, liaison

and or co-ordinator workers (i.e. management, office staff etc visiting domestic and commercial premises), cleaners, security etc.

Personnel working alone must:

- be able to recognise and ensure a safe place of work
- have adequate training both technically and in safe systems of work
- have adequate equipment so that there is no need for improvisation
- have clear instructions on how to summon help in an emergency.

Management will also ensure that lone workers are subject to a system of surveillance by means of checks and monitoring.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

HSE Leaflet: 'Working Alone in Safety' INDG73

3.44 **Work Related Stress**

The Company recognises that excessive workplace pressure and resulting stress can be harmful and damaging to employees' health and the Company's business performance. Occasionally, often because of an external factor such as family illness, divorce etc or sometimes because of job-related factors such as fluctuating workload or poorly defined role, the degree of stress becomes too great and individuals can suffer from inability to concentrate, disturbed sleep, feelings of not being able to cope or other stress related symptoms.

Any employee who feels that he/she is suffering from stress can consult, in complete confidence, the **Directors** to resolve any work related difficulties. In addition, the Company will assist, where necessary, in obtaining professional advice and guidance where external factors are precipitating the stress.

The Company recognises that workplace stress can be effectively managed by listening and responding to employees' concerns, by providing a suitable working environment and by ensuring that employees do not have unreasonable work pressures.

A number of factors affecting levels of stress and possible solutions are documented in the HSE guide below.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

HSE guide "Work Related Stress" INDG281.

3.45 **Workplace Violence and Aggression**

The Company recognises that employees may occasionally face aggressive or violent behaviour. Verbal abuse, threats and bullying are the most common types of violence while physical attacks are comparatively rare. The Company realises that verbal abuse can be just as upsetting as a physical injury and that violent and aggressive behaviour can lead to low morale, absenteeism and stress as well as physical injuries.

Any employee finding themselves in a confrontational situation must report their concerns immediately to their manager. The **Managing Director** will record all incidents of violence or aggressive behaviour and will monitor the situation to establish whether any additional improvements can be made to reduce further risks of violence or aggression. Any violence instigated by an employee will result in disciplinary action.

Any employee who has been the subject of violent or aggressive behaviour will be given time off as required, and support and assistance to help them come to terms with the situation and avoid long term distress. Further advice can be found in the Home Office leaflet listed below which can be obtained from the local library, police station or Citizens Advice Bureau.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

Health and Safety at Work Act 1974

Home Office leaflet 'Victims of Crime'