

Health and Safety Policy



Authorised and owned by:	Signature	Date Authorised	Review period
Alex Wickes Managing Director		08/01/2024	Annually or sooner if the process or legislation changes

INTENTIONALLY BLANK

CONTENTS

	Page
Preface.....	4
Health and Safety Policy Statement	5
Policy Review.....	7
Revision Control.....	7
Organisation – Duties, Roles and Responsibilities.....	8
Organisation Chart	8
Managing Director.....	9
Project Manager	9
Site Foreman.....	10
Site Supervisors	10
Health and Safety Advisor & Consultant.....	10
Employees	11
Control of Sub-contractors / Consultants	11
Designated Responsibility Summary	14
Arrangements	15
General Arrangements	15
Visitors and Third Parties	15
Safety Training.....	16
Refusal to Work on the Grounds of Health and Safety.....	16
Accident, Incident and Near Miss Reporting.....	17
Protection of Young Persons.....	17
Violence and Aggression.....	18
The Management of Health and Safety at Work Regulations 1999.....	18
First Aid Requirements.....	19
The Construction, Design and Management Regulations 2015	19
Health, Safety and Welfare Requirements.....	20
Personal Protective Equipment (PPE) Requirements	20
Working at Height.....	20
The Provision and Use of Work Equipment Regulations (PUWER) 1998.....	21
The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998	21
Noisy Works.....	22
Confined Space Works.....	22
The Control Vibration.....	23
The Control of Asbestos	23
The Control of Substances Hazardous to Health (COSHH)	23
Fire Safety.....	Error! Bookmark not defined.
Manual Handling Operations	244
Display Screen Equipment	25
Consultation with Employees.....	25
Working with Electricity.....	255
Electrical Equipment in a Construction Environment.....	26
The Control of Lead.....	26
Workplace Transport Safety	266

Preface

This is the Health and Safety Policy for Tranquil Construction, **hereby referred to as 'The Company'**.

The document contains information which must be followed in order to ensure the continued health, safety and welfare of the Company's employees, contractors and all personnel who may be affected by our operations, whilst continuing to comply with the legislation which governs the work we undertake. The Policy document is also supplemented by further individual documents in the Health and Safety Folder covering specific areas in more detail where necessary.

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

- **Health and Safety Policy Statement** - This is a general statement of the intentions of the Company with regard to Health and Safety. The policy statement is signed and dated by the most senior member of the Company and therefore indicates that Health and Safety is highly regarded, with full commitment from the most senior level of the Company.
- **Organisational Duties** - This section commences with a chart showing the safety structure of the company. It is followed by a list of individual responsibilities.
- **Management Arrangements for Health and Safety** - This section contains information that must be followed by all levels of management and the workforce, to ensure that the Company complies with current legislation and to reduce the risk to all persons who may be affected by the works carried out on the Company's behalf.
 - The first part of this section forms part of the "Core Document" and refers to the main pieces of legislation and how the company will comply with them.
 - The second part of this section comprises of additional policies/procedures/Information for specific activities carried out by the company as required.

In order to reduce accidents and incidents, all employees, sub-contractors and consultants must be made aware of these policies and adhere to them whilst carrying out the company's undertakings.

Health and Safety Policy Statement

The following is a statement of intent by Tranquil Construction in accordance with the Health and Safety at Work etc. Act 1974

It is the policy of Tranquil Construction to ensure so far as is reasonably practicable, the health, safety and welfare of all employees and contractors working for or on behalf of the company, or any other persons who may be affected by our undertakings.

The Company acknowledges that the key to successful Health & Safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To sustain that commitment, we will continually measure, monitor and revise (where necessary), an annual plan to ensure that Health & Safety standards are suitable, sufficient and that they are being met or exceeded at all times.

The Managing Director has overall responsibility for all Health & Safety matters, including the operation of this policy and any associated procedures. These will be monitored and reviewed on a regular basis, to ensure that they remain current and applicable to the company's activities. He will ensure the company's Health & Safety Policy is implemented throughout the management chain at all times, including any changes required to meet new circumstances or legislation are made. He looks upon the promotion of Health & Safety as mutually beneficial for the company and the employees, and insists that it be given the highest priority and attention.

The Company will, so far as is reasonably practicable,

- Give Health & Safety the highest priority at all times.
- Safeguard all employees and contractors working for or on behalf of the company and prevent personal injury and damage to property,
- Strictly control all sub-contractors while working on behalf of the company.
- Protect members of the public from any foreseeable hazard or danger, insofar as they come into contact with the company or its activities.
- Allocate adequate finances and resources accordingly to Health, Safety and Welfare.
- Provide safe places and systems of work, safe plant and machinery, safe handling of materials & substances and suitable and sufficient safety equipment.
- Ensure that appropriate information, instruction, training and supervision is given at relevant times.
- Ensure a systematic approach is in place to identify hazards, assess the risk, determine suitable and sufficient control measures and inform employees of the correct procedures to be carried out.
- Ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals and to ensure a good safety culture is created and maintained.
- Accept our responsibility for the Health & Safety of other people who may be affected by our activities.

The company regards compliance with all Health & Safety legislation as the **minimum** standard and expects management to achieve their managerial targets without compromising Health & Safety at any time, irrespective of workload and deadlines.

All employees have duties under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. They are informed of their personal responsibilities (during the company induction and through ongoing training/toolbox talks) to take due care for the Health & Safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. They are also informed that they must co-operate with the company and notify the company of any shortcomings in its Health and Safety Procedures, in order that it can comply with the legal requirements placed upon it and in the implementation of this policy.

All employees and sub-contractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others, or the environment.

Signed:



Alex Wickes - Managing Director

Date: 19/01/2023

Review Date: On or before 12 months from date of signature



H & S Policy

Form 2 Rev 1
08/01/2024
Page 6 of 27

Policy Review

The Company shall review this Health and Safety Policy annually, or more frequently if deemed prudent to do so.

This review shall cover all sections of the Policy and shall ensure that:

- The responsibilities reflect the current staffing of the Company.
- The arrangements remain unchanged.
- The safe working procedures are still applicable.

Additionally, the Policy shall be reviewed as necessary to reflect any changes in Legislation, significant Company appointments and/or relevant technological advancements.

The Policy review will be completed by the appointed Health and Safety advisor (internal and external) in conjunction with the Company's Senior management. Evidence of the Policy review will be summarised in the table below.

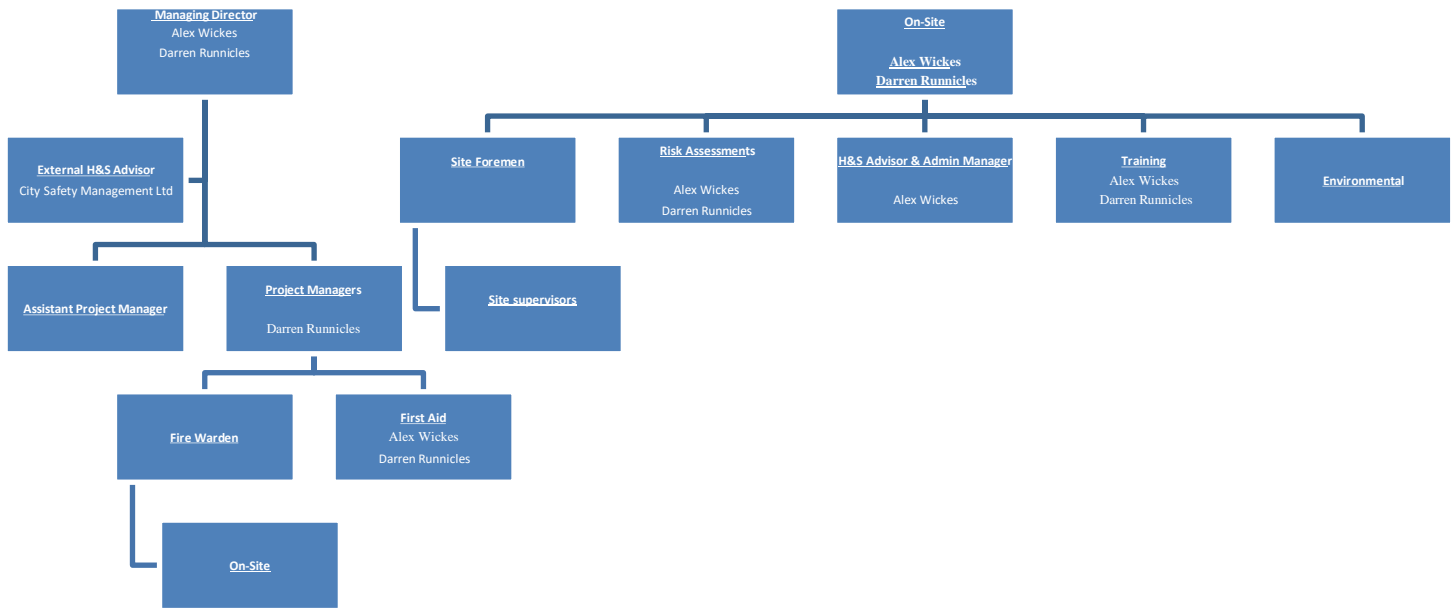
Revision Control

External Appointed H & S Advisor	City Safety Management Ltd	Signature	B. Weedon (CSM Director)
Internal Appointed H & S Advisor	Alex Wickes	Signature	
Senior Management Representative	Darren Runnicles	Signature	
Issue	Date	Summary Details	By Whom

Organisation – Duties, Roles and Responsibilities

Organisation Chart

The Company have identified specific responsibilities in relation to Health and Safety, as per the following chart:



H&S Responsibilities

Managing Director

The Managing Director has ultimate responsibility for ensuring that the Company fulfils its legal responsibilities, that Policy objectives are achieved, and that effective management is in place for the achievement of the policies concerned with health, safety and welfare. He will also ensure that Company policies are reviewed as appropriate, in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, he will ensure the allocation of the resources necessary to maintain sound and efficient Health and Safety arrangements.

He must also ensure that the information in the H&S Policies, procedures etc. is disseminated to all managers and supervisors (as allocated), employees and sub-contractors **prior to them** undertaking work. This can be in various formats such as email, copies of written policies and procedures, company handbooks, notice boards etc. **Confirmation that the documentation has been received, read and understood must be obtained from the person it has been given to.** This will be in the form of a "sign off" sheet which lists all of the policies and procedures in a table and the recipient signs a declaration to say they have received a copy and understand the content.

Project Manager

The Project Managers are responsible for implementing this Health and Safety Policy on a day-to-day basis for their respective projects and sites. This includes encouraging and assisting the employees in reviewing and developing safety procedures and ensuring that established rules and safe working practices are adhered to. They must also ensure that employees are properly trained and receive the support they need to perform their duties. A summary of their duties are as follows:

- Ensure that necessary consideration is given at all times to this Health and Safety Policy and, in particular, to the following:
 - Safe methods of working.
 - Control of Sub-contractors
 - Induction training including Health and Safety matters.
 - Welfare facilities.
 - Fire precautions.
 - Hazards arising from work activity.
 - Carrying out workplace inspections and advising as necessary, on how to improve methods of working.
 - Investigating accidents and dangerous occurrences and recommending means of preventing recurrence.
 - Advising and assisting with safety training of personnel.
- They know their own responsibilities for implementing this Health and Safety Policy, as well as those of the employees they are responsible for.
- All accidents, incidents, near misses and dangerous occurrences are fully investigated and preventative actions are recommended in close liaison with the internal and external Health and Safety Advisor.
- Documented safe systems of work are implemented and are adhered to.
- They are aware of, and implement, all safe working practices and procedures.
- Ensuring that all necessary arrangements are made and maintained in respect of emergency plan(s) and procedures.
- Ensuring that all relevant statutory records are regularly maintained and inspected.
- Ensuring that all activities carried out by Company employees will not create a risk or hazard to anyone (either employees or non-employees).
- Ensuring that no operation carried out by contractors will place employees, or members of the public, at risk.
- Ensuring that all employees are competent to carry out the work allotted to them without risk.
- Ensuring that, where Health and Safety training needs are identified, arrangements for training will be made as appropriate.
- Ensuring that all Company procedures are adhered to at all times.

Site Foreman

The Site Foreman is responsible for implementing this Health and Safety Policy on a day-to-day basis on the site that they are in control of. This includes encouraging and assisting the employees in reviewing and developing safety procedures and ensuring that established rules and safe working practices are adhered to. They must also ensure that employees are properly trained and receive the support they need to perform their duties prior to undertaking any tasks.

For a summary of their duties, see the duties of the Project Manager as they are the same, with the only difference being that the Site Foreman concentrates on the activities and staff on the site that they are managing and reports back to the Project Manager.

Site Supervisors

Site Supervisors are responsible for ensuring that Health and Safety procedures are complied with by the people under their control. They must also ensure that employees under their control are properly trained and receive the support they need to perform their duties prior to undertaking any tasks.

A summary of their duties are as follows:

- Ensure that necessary consideration is given at all times to Health and Safety
- They know their own responsibilities for implementing this Health and Safety Policy, as well as those of the employees they are responsible for.
- All accidents, incidents, near misses and dangerous occurrences are notified through the management chain.
- Documented safe systems of work are implemented and are adhered to.
- They are aware of, and implement, all safe working practices and procedures.
- Ensuring that all necessary arrangements are made and maintained in respect of emergency plan(s) and procedures.
- Ensuring that all relevant statutory records are regularly maintained and inspected.
- Ensuring that all activities will not create a risk or hazard to anyone (either employees or non-employees).
- Ensuring that no operation carried out by sub-contractors will place employees, or members of the public, at risk.
- Ensuring that all employees are competent to carry out the work allotted to them without risk.
- Ensuring that, where Health and Safety training needs are identified, the requirements will be notified through the management chain.
- Ensuring that all Company procedures are adhered to at all times.

Health and Safety Advisor & Consultant

The Company has an internal Health and Safety Advisor as well as contracting to an external Health and Safety Consultancy as their source of competent Health & Safety advice. This is to assist and advise the company of the measures required to comply with the various pieces of legislation and industry best practice.

The External H&S Provider is BW Safety Services Ltd, who will work with the internal advisor and management to comply with and maintain legal and best practice, particularly during the period that the Advisor is gaining experience.

The Health and Safety Advisor advises the Managing Director on the implementation of this Health and Safety Policy, established schedules and safe working practices, and providing employees with information about precautions in general.

The Health and Safety Advisor has the responsibility for the following:

- Ensuring the Company is aware of statutory obligations and recommended Codes of Practice.
- Advising the Managing Director of their responsibilities for accident prevention and avoidance of Health and Safety hazards.
- Ensuring that sub-contractors have submitted Risk Assessments for their work **before** arriving on the site.
- Interpreting and keeping the Managing Director and employees informed of new and developing legislation and other standards.
- Advising where improvements in Health and Safety standards or practices are required.
- The provision of guidance regarding first aid, fire safety, and emergency procedures as required.

- Identifying Health and Safety training needs and advising on suitable training programmes.
- Overseeing and reviewing accident investigations and assisting in preparing statistics to enable monitoring of Health and Safety Performance.
- Regular health, safety, and housekeeping inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining Health and Safety records required by the Company.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes to existing ones.

Employees

All employees will ensure that:

- They are fully conversant with this Health and Safety Policy.
- They co-operate with the Company in meeting its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- They do not intentionally or recklessly interfere with or misuse anything provided for Health and Safety.
- All accidents, incidents, near misses and dangerous occurrences are immediately reported verbally to their direct Supervisor or Manager and followed up with an accident report form where applicable.
- They fully understand all emergency procedures applicable to the area in which they are working.
- All equipment provided for personal safety is used and maintained in a condition fit for that use and any defects are reported immediately to their direct Supervisor or Manager.
- They use equipment and facilities for its correct intended purpose in a safe, correct manner, and that any personal equipment is suitable for the task and where required, is in date with its inspections and certificates.
- Where an employee identifies any condition which in their opinion is hazardous, the situation is to be immediately reported to their direct Supervisor, Site Foreman or Project Manager verbally, by telephone or e-mail as the situation dictates.

Control of Sub-contractors / Consultants

The Company regularly uses the services of sub-contractors to undertake specialist or non-routine work activities which Company employees are unable to undertake.

All contractors/Consultants appointed by the Company must be able to provide auditable evidence of their competency, training, certification, safety record and insurances prior to undertaking any work.

Sub-contractors are responsible for the H&S of themselves, their employees and anyone that may be affected by their activities.

Sub-contractors will be placed into 1 of 3 Tiers:

- Tier 1 – Single person with a long history with the Tranquil Construction
- Tier 2 – Companies with less than 5 employees with a long history with Tranquil Construction
- Tier 3 – All other sub-contractors

- Tier 1 Contractors will agree to abide by the Policies and procedures of Tranquil Construction
- Tier 2 Will have a simple written Health and Safety Policy and supply it to Tranquil Construction
- Tier 3 Will supply a full written Health and Safety Policy to Tranquil Construction

Sub-Contractors will adhere to the requirements of the Health and Safety at Work etc. Act 1974, and all relevant Regulations, Codes of Practice, current industry best practice and the Health, Safety and Environmental Policies of: Tranquil Construction. Any reference to Sub-Contractor includes Contractor's, Trade Contractor's or other specialists. Sub-Contractors Shall: -

- 1) Organisation and Arrangements - Provide

- The name, qualifications and contact details of the person/organisation providing health, safety and environmental advice to the Sub-Contractor.
 - Confirmation that the above named will be undertaking a risk based programme of inspection of works covered by the Sub-Contract.
 - The name and contact details of their Director/Manager directly responsible for health, safety and environmental matters covered by the Sub-Contract.
 - The name of their Manager/Supervisor on site responsible for health, safety and environmental.
 - A copy of the Sub-Contractor's health, safety and environmental Policy or Policies.
- 2) Risk Assessments, Method Statements and Safe Systems of Work
- Identify the hazards/aspects associated with their work, assess the risks/impacts arising from these hazards/aspects and advise how those risks/impacts are to be controlled. This includes any actual or potential environmental impact.
 - Establish safe systems of work and document them as appropriate as identified by the Sub-Contractor, the Principal Contractor or the Company. The means of addressing an environmental impact can be part of the safe system of work produced by the Sub-Contractor for a specific activity.
 - Where temporary works, both below or above ground form part of the Sub-Contract, provide the Company with a copy of the temporary works proposals and design calculations where necessary.
- 3) Health and Environmental Standards
- Ensure compliance with the Company's mandatory standards and best practice guidelines.
- 4) Competence and Training
- The competency and training of any person(s) supervising construction activities shall be in accordance with Build UK requirements.
 - Provide evidence of the competence and training for all managers, supervisors, tradesmen and operatives under their control on the Company's site. This shall be in accordance with relevant registration schemes, including but not limited to CSCS, CPCS, Gas Safe Register, CISRS, NICEIC, IPAF, PASMA, NASC, and JIB-PMES, unless otherwise approved by the Company in writing.
 - Provide evidence of competence of any organisation/person(s) carrying out works on behalf of the Sub-Contractor ("Sub-Sub-Contractors") when seeking approval to sub-let any part of the Sub-Contract works or design. Compliance with CHAS or other pre-qualification schemes recognised by Safety Schemes in Procurement (SSIP) is acceptable evidence of business competence. Evidence of competence and training of their managers, supervisors, tradesmen and operatives under their control must also be provided.
 - Where project specific training and competencies are required, the Sub-Contractor shall provide evidence of training and competence.
- 5) Plant & Equipment
- All Sub-Contractor's plant/equipment (whether owned or hired) is to be thoroughly inspected before being put to work on site and the relevant certification provided.
 - All plant/equipment will be operated, serviced and maintained in accordance with manufacturer's instructions.
 - Engine compartment doors will be kept closed and plant switched off when not in use with key removed when unattended.
 - All electrically operated portable tools will be restricted to battery powered or 110volts, unless written approval is obtained from the Company. 110volt portable equipment (including leads) shall be tested AT LEAST every 3 months and evidence of testing made available on site.
 - The Sub-Contractor shall take full note of their responsibility under the PUWER Regulations in respect of all plant and equipment brought on to site for their use.
- 6) Access
- Scaffolding shall only be erected, altered or dismantled by competent CISRS scaffolders. All scaffolding shall be provided with a properly completed handover certificate. The following scaffolds and edge protection shall be designed and checked as temporary works: Suspended scaffolds, load-bearing scaffolds, scaffold edge protection, system scaffolds which are sheeted or over 30m high, access scaffolds which are not in full accordance with "established solutions" ("basic scaffolds" compliant with TG20 for tube and fittings), or proprietary systems which are not in accordance with manufacturers recommendations. Sheeting includes debris netting, which will be fire retardant to LPS 1215 standard.
 - Proprietary access systems are only to be erected altered and dismantled by competent, trained personnel.

- Mobile towers shall only be erected, altered or dismantled by competent, trained personnel.
- Use of ladders/step ladders must be authorised by the Company.

7) Co-operation, Co-Ordination & Communication

- Comply with all directions given by the Company or Principal Contractor with regard to co-operation, co-ordination and communication.
- Inform the Company of any identified or potential adverse interference with other works.
- Ensure everyone under the Sub-Contractor's control receives a health, safety and environmental induction before commencing work, directly relevant to the site on which they will work.
- Ensure all operatives under the Sub-Contractor's control are aware of all matters likely to cause danger to themselves or others through induction and toolbox talks.
- Be aware of the number of personnel under their control who are on site at any time.
- Provide adequate and appropriate information to those under their control in respect of safety, health and environment.
- Ensure that all those under their control comply with all "Site Rules".
- Co-operate with the Company's Positive Safety Leadership programme e.g. by ensuring that those under their control participate fully in SUSA (Safe/Unsafe Acts) discussions and other initiatives.
- Co-operate with the Company to ensure appropriate consultation with the workforce at the levels of project, work gang and the individual.
- Immediately inform the Company of any death, injury, ill health, dangerous occurrence or incident affecting health, safety or the environment, including any unsafe act, condition or near miss. Produce an investigation report if requested and co-operate with any investigation undertaken by the Company.
- Provide the Company with relevant information for inclusion in the Health and Safety File.
- Take the necessary disciplinary action against any employee who fails to comply with safety, health and environment requirements. This includes removal from site if directed by the Company.
- Ensure that all risks associated with any design, design change or associated systems of work are communicated to the Company.

8) Health and Welfare

- Ensure provision of adequate and suitable welfare facilities for all persons under their control. This includes, but is not limited to toilets, drying, changing, messing facilities and first aid. Where the Company is to provide these facilities, the Sub-Contractor will provide details to the Company of resource levels within 48 hours of receiving the notice to commence on site to ensure the Company can provide adequate facilities.
- Accept that any person under the Sub-Contractor's control carrying out, promoting, encouraging or threatening an act of violence will be subject to immediate removal from site. This includes verbal abuse.
- Take full account of the Statutory Requirements given in the "Working Time Regulations".

9) Drugs and Alcohol Policy

- The Company operates a drugs and alcohol policy to prevent the misuse, possession or distribution of alcohol and/or illegal drugs in the workplace by its employees, and Sub-Contractors.
- The Sub-Contractor will operate a drugs and alcohol policy in all respects at least equivalent to the Company's Policy and ensure all of their personnel comply with that Policy. The Company shall have the right to refuse a person access to the work place where they have reasonable grounds for considering they are in breach of the Policy.

10) Young Persons (any person below the age of 18 years)

- Obtain permission from the Company before allowing any young person onto site. The Sub-Contractor shall carry out a specific Risk Assessment for each young person and ensure suitable and sufficient instruction and training has taken place. The Sub-Contractor shall provide adequate supervision to ensure the health and safety of those individuals whilst at work.
- Ensure that no person under 16 years of age is allowed on site without the written permission of the Company.

11) Notifications

- Obtain permission from the Company for any work to be undertaken outside normal working hours, including weekends.

- Obtain written permission from the Company if the Sub-Contractor intends to sublet any part of their work.
- Provide prior notice to the Company of any individual(s) with communication difficulties that they intend to bring to the site. Prior to the Company granting a permission to proceed the Sub-Contractor will be required to provide evidence indicating they have adequately addressed all management issues regarding the health & safety of these individuals.

Designated Responsibility Summary

The following table indicates the activities and the relevant personnel responsible for them (the external H&S Advisor may be involved in these at various times):

Topic	Responsibility
Health and Safety Policy review	Alex Wickes – Darren Runnicles
Health and Safety administration	Alex Wickes – Darren Runnicles
Facility administration	Alex Wickes – Darren Runnicles
Health and Safety training	Alex Wickes – Darren Runnicles
Premises risk assessments	Alex Wickes – Darren Runnicles
Work activity risk assessments	Alex Wickes – Darren Runnicles
Display screen equipment assessments	Alex Wickes – Darren Runnicles
Manual handling assessments	Alex Wickes – Darren Runnicles
COSHH assessments	Alex Wickes – Darren Runnicles
Fire risk assessments	Alex Wickes – Darren Runnicles
Expectant/New mother risk assessments	Alex Wickes – Darren Runnicles
Young Person risk assessments	Alex Wickes – Darren Runnicles
First Aid	Alex Wickes – Darren Runnicles
Fire Wardens	Alex Wickes – Darren Runnicles
Emergency Planning	Alex Wickes – Darren Runnicles
Vetting Contractor/Consultants	Alex Wickes – Darren Runnicles
Monitoring of Health and Safety in the workplace	Alex Wickes – Darren Runnicles
Site inspections	Alex Wickes – Darren Runnicles
Audits	Alex Wickes – Darren Runnicles
Accident, Incident and Near Miss investigations	Alex Wickes – Darren Runnicles

Arrangements

The following are **general** arrangements for all works taken on by the company. Where required, **some areas are explained in more depth within the sub-sections of the Health and Safety Policy folder:**

General Arrangements

- Any guidance required from the H&S advisor will be available through the management chain to ensure that all parties are aware of situations i.e. employee or sub-contractor will consult supervisor, who will then consult the Site Foreman, who will consult the Project Manager, who will then contact the H&S Advisor.
- Prior to the acceptance of a sub-contractor by the company, they will be required to fill in a sub-contractor's questionnaire to ensure Competence, Health and Safety standards, as well as required general work standards are met, prior to them being allowed to work on tasks for the company.
- All personnel will receive risk assessments and Method Statements (where applicable) for each task prior to commencement.
- The Site Foreman is to carry out a "Point of Work" Risk assessment to confirm that risks have not changed from those stated on the risk assessments.
- Individuals are also responsible for checking their tasks and locations at the start of each day or new task to confirm that risks have not changed from those stated on the risk assessments or the "Point of Work" Risk Assessment.
- If risks have changed from those on the Risk Assessments, personnel are only to proceed if the task is safe to continue after using their own judgement for basic tasks, or after consulting the normal management chain for more complex/hazardous tasks.
- A monitoring and audit system will be put in place to track the Health and Safety aspects of the delivery of a contract. This will ensure that any deviations from the contract can be identified at the earliest opportunity, or any request from the contract supplier to provide evidence of the running/management of the contract can be provided as soon as possible.
- The monitoring and audit system will cover aspects such as:
 - Accident information.
 - Near Miss reports
 - Customer details where H&S has been an issue
 - Details of sub-contractors and any relevant H&S details/issues.
- The Health & Safety Advisor, Project Managers and Site Foremen will carry out spot checks on their employees and sub-contractors to ensure that the tasks are being carried out in the correct way and in accordance with company Health & Safety procedures and policies.
- The total hours worked by the Health and Safety Advisor, or internal Health and Safety staff if taken on in the future will vary depending upon the complexity of the tasks, any actual accidents taking place and therefore the requirement to review procedures as well as other aspects such as vulnerable workers, new workforce etc. As an **absolute minimum**, the company will spend 1 day per month dedicated to Health and safety areas such as spot checks, monitoring, auditing etc. irrespective of any issues arising.

Visitors and Third Parties

Company premises - Visitors to the company premises may not be aware of the risks associated with the site, therefore all visitors **must**:

- Proceed, on arrival, to the reception/office area.
- Be made aware of the Company requirements and rules for visitors.
- Be accompanied by the person they are visiting, who in turn is responsible for the visitor's safety and ensuring that visitors are aware of any hazardous process or situation they may be exposed to.

Site locations/work areas/premises - Any visitors to work locations that are under the control of the Company may not be aware of the risks associated with the site, therefore all visitors **must**:

- Have authorisation from a Company representative to be in the work area.
- Sign onto site.
- Receive a site induction on arrival.
- Comply with all site rules that are communicated on arrival.
- Adhere to any designated traffic/pedestrian routes.

- Stay within the site area they have been nominated or instructed to visit.
- Where required, be escorted on the site.
- Sign off the site at the end of their visit.

Safety Training

Preventing accidents and ill health caused by work is a key priority for everyone at the Company. The Managing Director recognises that competent employees are valuable and that providing Health and Safety information and training helps them to:

- Ensure their employees are not injured or made ill by the work they carry out.
- Develop a positive Health and Safety culture, where safe and healthy working becomes second nature to everyone.
- Find out how Health and Safety could be managed better.
- Meet legislative requirements.

The Managing Director will be responsible for ensuring that the Company and all its employees maintain the ethos of continual improvement in Health and Safety standards and culture.

A work-based competency matrix will be established for all employees of the Company. This matrix will provide the Managing Director with sufficient information to ensure a rolling Employee Training and Development plan is created. The competency matrix will include any identified re-training or refresher dates and will be reviewed on an annual basis, at the latest.

An annual training plan will be established following the review of the employee competency matrix. The plan will include both internal and external training requirements. Specialist training, both operational and required by legislation, will be included.

Records of all training will be included on the competency matrix and copies of attained certification kept on employee personnel files.

Lone Working

The Company endeavours to avoid lone working whenever possible. However, the Company is aware that employees may be required to work alone at either the Company premises or when visiting/working at clients' premises. The Company recognises and accepts that it is essential that employees remain safe at all times whilst working on its behalf. Employees are provided (where appropriate) with a mobile telephone (or they can use their own) which will enable communications between them and their appointed contact.

All employees must:

- Ensure they have read and understood any specific risk assessments that have been compiled for the activity they are working on.
- Ensure they adhere to any systems developed for their protection while working alone.
- Take personal responsibility for sharing information regarding their whereabouts (time out, location being visited, contact details, expected time of return).
- Report any incidents concerning lone working to enable systems to be reviewed and revised.
- If not returning to the Company base at the end of the last task, notify an appointed member to inform them that they have left their client/location and they are okay (or otherwise).

Refusal to Work on the Grounds of Health and Safety

The Company will take all reasonable measures to ensure that those persons covered by this process (employees, self-employed, contractors/consultants) are aware that their continued employment will not be affected in the event of them refusing to carry out a task on the grounds of Health and Safety. The Company will take all reasonable measures to prevent, so far as it is reasonably practical, any possibility of employees or contractors refusing to work, by planning safe working conditions and taking all factors into account.

Employees, self-employed and contractors/consultants of the Company will at all times exercise diligence in monitoring their safe working environment for themselves and other persons in the working area.

All employees, self-employed and contractors/consultants shall comply with the following:

If any situation arises which an employee believes will or has resulted in an unsafe working environment and therefore refuses to work on H&S grounds, they must bring their concern to the attention of their direct supervisor so it can be investigated and resolved to an acceptable conclusion, if possible:

- The employee must clearly describe what the concerns or issues actually are.
- If management cannot be immediately contacted the relevant work should stop.
- The most senior member of staff will check that there are no instructions or information available to resolve the issue.
- If management does not support the concern, a 'second opinion' is to be sought to either verify the findings or support the concerns.
- Providing the concern is genuine, even if it is ultimately seen to be unfounded, the employee will not be the subject of any detrimental action by the company.

Accident, Incident and Near Miss Reporting

Accidents (no matter how minor an injury may be) will be written in the accident book located at the company premises and in the Site Folder. Incidents/near misses will also be recorded; however, this will not be in the accident book but in a separate book/folder located at the company premises/site folder. An appropriate investigation of any accident, incident or near miss will be carried out, assisted by the Health & Safety Advisor, if required. The investigation will establish the immediate and underlying cause of the incident and will enable the Company to instigate additional control measures to prevent re-occurrence. Any entries made into site folders will be replicated in the master documents held in the office to ensure there is a full picture available to management at all times.

The Company recognises and accepts the legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 that require them to report and record some work-related accidents by the quickest means possible.

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work. The Company has a responsibility to still maintain records of over-three day-injuries. The accident book entry will be used as the mechanism for capturing this data. The deadline by which the over-seven-day injury must be reported is fifteen days from the day of the accident.

The Company WILL report:

- Deaths.
- Specified injuries.
- Over-7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Non-fatal accidents to non-workers (e.g. members of the public)
- Certain occupational diseases
- Dangerous Occurrences – where something major happens that does not result in an injury, but could have done;

If an accident has occurred in a work situation, then management will contact the Health and Safety Advisor to discuss the necessary course of action. Relevant accidents/incidents will be reported online via the Health and Safety Executive (HSE) website.

Protection of Young Persons

The Company will ensure that young persons (under 18 years of age) employed by them are protected at work from any risks to their Health and Safety which are a consequence of their lack of experience or because they have not yet fully mentally and physically matured. Therefore, a specific risk assessment will be undertaken before work commences, as part of the induction process for young persons.

Where this concerns a child (not over compulsory school age), in addition to carrying out this assessment, its findings must be communicated to a person having parental responsibilities/rights for that child. Where the young person is on a 'relevant' scheme, i.e. work placement, then the placement organisation must be involved in the assessment process.

Persons under 18 years of age are prohibited from carrying out tasks involving the following, unless attending approved training under the direction of a qualified and competent person:

- Harmful exposure to substances that are toxic, can cause cancer, can damage or harm an unborn child, or can chronically affect human health in any other way.
- Harmful exposure to radiation.
- Has a risk to health from extreme cold, heat, noise or vibration.

Violence and Aggression

The Company will not tolerate harassment and violence of any kind. This stance is followed throughout the Company and includes the relationships between colleagues, other employees, sub-contractors and client staff, as well as between staff and any other third party.

Issues of harassment and violence will be treated as disciplinary offences (up to and including dismissal or, if appropriate, criminal action). The list below is an indicator as to what constitutes harassment or violent conduct. It is not an exhaustive list and other issues may be considered by the management team as equal to those listed below:

- Physical violence.
- Verbal violence and aggression (abusive language, swearing).
- Sexual innuendo.
- Intimidation.
- Invasion of personal privacy.
- Exclusion of individuals.
- Abusive or prank phone calls/emails.

False accusations of harassment or violence will not be tolerated by the Company and may result in the accuser facing disciplinary action.

The Company will:

- Provide support, via the Managing Director, to anyone who has been subjected to harassment or violence. This support may include counselling by a health professional.
- Ensure that training is provided to employees to prevent and deal with the risks of harassment and violence.
- Conduct risk assessments for their work activities, and include/consider risks to employees from violence and aggression. This process includes:
 - Planning - thinking ahead and considering situations where violence and aggression could arise.
 - Consideration as to who might be harmed and how - in particular, consideration is given to those working alone.
 - Communication methods - Are employees in regular contact with the office? Can they call for help if problems arise? What are the client's processes?
 - Recording the risk assessment and informing staff of the procedures and controls to follow.

If the risk assessment identifies a risk of violence or aggression, the Company will develop a procedure to prevent it occurring and which will clearly define their stance on zero tolerance towards violence and aggression in the workplace.

The Management of Health and Safety at Work Regulations 1999

The Company will make appropriate arrangements for effective preventative or protective measures identified as a result of risk assessments. The Managing Director, assisted by the Health and Safety Advisor, will ensure that:

- All premises and activities subject to risk assessments are assessed in accordance with the relevant legislation, using an appropriate documented format.
- Such assessments are repeated whenever any of the following factors occur:

- Change in legislation.
- Change in control measures.
- Significant change in work carried out.
- Transfer to new technology.
- Original assessment is no longer valid.
- Risk Assessments are recorded and copies held at the company premises and in the site folder.
- The results of all assessments are communicated to, and available for inspection by, all employees. A sign off sheet will be used to ensure that all persons affected have read and understood the content and the role they must undertake to protect themselves and others.
- All assessments identify the necessary control measures and residual risks.
- Specific assessments are completed for specified groups e.g. Young Persons.

The Company will monitor safety performance on an informal daily basis by ensuring Health and Safety issues are discussed with employees.

The Health and Safety Advisor, Project manager and Site Foremen will conduct random site inspections. This will be used to monitor performance and ensure that all employees are aware of, and implementing, the standards which have been set and are required. A report will be compiled following each visit, detailing topics discussed and any actions required for completion.

First Aid Requirements

The Company ensures that a sufficient number of employees are identified and trained in Emergency First Aid and/or First Aid at Work. The identity and location of the nominated First Aid employees will be included on notice boards and the specific First Aid signage. First Aid kits will be located throughout the premises and it is the responsibility of the First Aid personnel to ensure that the kits are checked on a regular basis and remain suitably stocked.

The Company will ensure that there are First Aid qualified personnel and sufficient First Aid Kits at each site. Where a site/client insists that they use their First Aiders and Equipment, this is to be notified in the site folder and fed back to the company.

Each Company vehicle is equipped with a First Aid kit which is easily accessible to all employees. The kits are to be checked and restocked by the First Aiders every three months, unless the employee notifies management that supplies have been used up, in which case items will be restocked as and when required.

The Construction, Design and Management Regulations 2015

The Company is aware of the specific responsibilities issued to designated duty holders within a construction project. The Company follow CDM 2015 regarding the management of a construction project, a summary of which is below:

Where the company is taking the role of the **Principal Contractor**, or when the company is the **only contractor**, they will ensure that:

- Construction work is carried out safely so far as is reasonably practicable.
- A construction phase plan is prepared prior to setting up a site and reviewed and revised as necessary.
- There is coordination of the implementation of legal requirements and the construction phase plan for all people on site.
- Necessary site Health and Safety rules are drawn up.
- Suitable site inductions are provided.
- Access is controlled preventing unauthorised access.
- The welfare requirements in schedule 2 of the regulations are provided throughout the construction phase.
- There is liaison with the principal designer throughout the project, particularly regarding information for the Health and Safety file and management of the Construction Phase Plan.
- The Health and Safety file is appropriately updated, reviewed and revised to take account of changes (information given to the Principal Designer to update the folder, unless the PD has left the project, then the PC takes control of the file).

When the Company is acting in the role of a **Contractor** in a construction project, they will ensure that they:

- Do not to undertake construction work on a project unless satisfied that the client is aware of their duties under CDM 2015.
- Plan, manage and monitor the way construction work is done to ensure it is safe so far as is reasonably practicable.
- Will ensure that a construction phase plan is drawn up prior to setting up the site (where there is no principal contractor).
- Provide any employees or persons under their control, any information and instruction to ensure the safety of the project including:
 - Suitable site induction
 - Emergency procedures
 - Information on risks to their health and safety either identified by their risk assessments or from another contractor's operations
- Provide any other Health and Safety training required by the Management of Health and Safety at Work Regulations.
- Not start work until access to unauthorised persons is controlled.
- Ensure that the welfare requirements in Schedule 2 of the regulations are provided for employees and others under their control.
- Comply with any directions given by the principal designer or principal contractor and any site rules.
- Will consult with their workers.

Health, Safety & Welfare Requirements

The Managing Director ensures that the company premises meet the health, safety and welfare needs of all its employees, contractors, members of the public and people with disabilities. Due consideration has been given to the working environment, ensuring it is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water and eating facilities.

Welfare facilities are provided by the Principal Contractor when employees are required to work away from the Company premises. When these facilities are not available, the Project Manager will ensure that suitable provision is made by either utilising facilities that are readily available to the public and within a short distance (where works are being completed within a 10-hour period) or a purpose-built mobile unit comprising of sufficient number of toilet and washing facilities (where works are expected to exceed 10 hours).

Personal Protective Equipment (PPE) Requirements

The Company recognises that Personal Protective Equipment (PPE) should only be used **when risks cannot be avoided or sufficiently reduced by other preventative measures or through work re-organisation**. It is therefore to be used as a last line of defence, and not in substitution of better control measures. The company will ensure that there is sufficient supply of PPE when required and that all employees are suitably trained in its safe storage and use. All PPE issued must be stored as per the manufacturer's specification.

It is the employee's and sub-contractor's duty not misuse or interfere with any Health and Safety equipment, including PPE, supplied for their safety.

The Site Foreman, assisted by the Health and Safety Advisor if appropriate, ensures that a suitable review is completed when more than one type of PPE is being worn, to confirm that each type of equipment is compatible with the other(s) and continues to provide suitable protection for the wearer.

Working at Height

The Company complies with the Work at Height Regulations 2005 (as amended), which apply to all work at height where there is a risk of a fall liable to cause personal injury. A place is 'at height' if a person could be injured falling from it, **even if it is at or below ground level**. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

In accordance with these regulations, the Company will:

- Avoid work at height wherever possible.
- Work from an existing safe place.
- Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- Where a risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall, should one occur.

Before any work at height takes place, the below **must** be followed:

- Use an alternative means of working, which removes the need to work at height.
- All work at height must be properly planned and organised.
- All work at height must be carried out under appropriate supervision, in as safe a way as far as is reasonably practicable.

For all work at height, the Company will:

- Use the most suitable equipment.
- Take account of the relevant risk assessments that have been carried out.
- Give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. harness).
- Take account of the conditions and the risks to safety of all those where the work equipment is to be used.
- Plan for emergencies and rescue.
- Take account of weather conditions that could endanger Health and Safety.
- Ensure that those working at height are trained and competent.
- Ensure that the place where work at height is done is safe.
- Ensure that the equipment is appropriately inspected.
- Ensure that the risks from fragile surfaces and falling objects are properly controlled.

The Provision and Use of Work Equipment Regulations (PUWER) 1998

All tools and equipment used in a workplace, irrespective of the owner (company or personal) come under PUWER.

The Company will ensure that suitable equipment is provided and an assessment of risk is carried out. The assessment considers the current provision of protection and preventative measures. Where personal equipment is used, it is to be treated as if it is owned by the company, and undergo the same checks and inspections.

All users of Company tools and equipment will be suitably trained in their use. The Site Foremen will ensure that all relevant information and instructions on the use of work equipment is readily available to all employees for review.

All tools and equipment purchased, and used by employees, will have suitable control measures to protect employees against risks associated with dangerous parts of machinery, e.g. guards

Equipment will be checked prior to use, ensuring that all controls, indicators, switches and displays are clear and free from obstruction, dirt, damage, etc.

All equipment will be maintained in good working order by the Company. Employees are required to liaise with their line Manager if they have any queries or concerns regarding a piece of equipment. The piece of equipment in question will be removed from service to prevent use and a suitable replacement acquired.

On occasions, due to specialised work or quantity of work, the Company may need to hire in equipment. The equipment will only be obtained from approved hire companies which supply the appropriate supporting documentation to ensure all employees and sub-contractors are suitably trained in the use of the equipment.

The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998

The Company will ensure that lifting equipment will be subjected to an assessment to ensure that the equipment is suitable for the intended task. This assessment will ensure that lifting equipment provided for use at work is:

- Strong and stable enough for its particular use and marked to indicate safe working loads.
- Positioned and installed to minimise any risks.
- Used safely, i.e. the work is planned, organised, and performed by competent people.
- Subject to on-going thorough examination and, where appropriate, inspection by competent people.

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting the equipment. A wide range of equipment is covered by these regulations including cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms. The definition also includes lifting accessories such as chains, slings, eyebolts, etc.

Noisy Works

The Company fully accepts the requirements placed upon it by these regulations. To enable the Company to fulfil the obligations placed upon it, the Project Manager will:

- Assess the risks to employees from noise at work.
- Take action to reduce the noise exposure that produces those risks.
- Make sure the legal limits on noise exposure are not exceeded.
- Provide employees with hearing protection if noise exposure cannot be reduced enough by other methods.
- Provide employees with information, instruction, and training.
- Carry out health surveillance where there is a risk to health.

It is the Company policy to ensure that tools and equipment purchased and used by employees has noise reduction built into the design.

Any noise-control equipment that is put in place by the Company must be properly used and maintained by employees. An equipment maintenance programme is in place and includes:

- Inspecting all noise-control equipment (such as silencers or enclosures) to make sure they are kept in good condition.
- Monitoring the equipment's effectiveness by using a sound level meter (SLM) to ascertain base levels.
- A process for the removal of defective equipment that requires attention or repair and subsequent notification to the nominated member of the Management Team.

Confined Spaces Works

The Company is aware that these Regulations have provided a definition of a 'confined space'. Firstly, it is a place which is substantially (though not always entirely) enclosed and, secondly, there will be a reasonably foreseeable risk of serious injury from hazardous substances or conditions within the space or nearby.

The Company will prevent their employees, or others (appointed contractor/consultants) who are to any extent within the Company control, from entering or working inside a confined space where it is reasonably practicable to undertake the work without entering the space.

Where it is not reasonably practicable to avoid entering a confined space to undertake work, the Company will ensure that a safe system of work is used, including methods of entry, monitoring of atmospheres, ensuring that PPE/RPE required is adopted by trained competent personnel only.

The Company will ensure that suitable arrangements are included within any safe system of work for emergency rescue. The emergency plan will include consideration of:

- Any required rescue and resuscitation equipment.
- Method of raising the alarm and rescue.
- Method of safeguarding the rescuers.
- Fire safety.
- Control of plant and equipment.
- First Aid provision.

- Public emergency services.
- Training.

The Control of Vibration

The Company will ensure a suitable risk assessment is carried out, assisted by the Health and Safety Advisor, to assess the risk of both Hand Arm and Whole Body vibration to its employees.

The risk assessment will identify the control measures which the Company need to implement to ensure that exposure levels are reduced to an acceptable level to both Hand Arm Vibration Syndrome (HAVS) and Whole Body Vibration Syndrome (WBVS).

As a minimum, the Company will ensure that:

- The Exposure Action Value (EAV) is established using the information issued by the equipment manufacturer.
- The Exposure Limit Value (ELV) is established using the information issued by the equipment manufacturer.
- Suitable tools with vibration reduction features are used.
- Ensure working patterns are established to rotate and limit the time spent using vibratory tools.
- Supply and train employees in the correct use and storage of Personal Protective Equipment (e.g. gloves).
- Check for and encourage employees to report any signs or symptoms of HAVS/WBVS.
- Provide information and training to avoid unnecessary exposure to vibrations.
- Provide appropriate health surveillance for those personnel that have been identified as requiring monitoring.

The Control of Asbestos

All Company workers who require Asbestos Awareness training must receive this prior to undertaking any work where asbestos may be present. Annual review/refresher training will be undertaken by those employees who may come into contact with ACMs. The training includes:

- the properties of asbestos and its effects on health,
- the types, uses and likely occurrence of asbestos and ACMs in buildings and plant,
- the procedures to be followed when dealing with uncontrolled release of asbestos dust
- how to avoid the risks from asbestos, e.g. not disturbing the fabric of the building unless it can be confirmed that ACMs are not present.

Employees will not touch any ACMs and a suitable and sufficient Risk Assessment must be carried out for locations that MAY or DO contain ACMs. This Risk Assessment will outline relevant control measures and will be communicated to and understood by anyone required to work with the ACMs.

In the event of an employee working in a location that has been identified as containing ACMs, management will ensure that suitable PPE and RPE is worn. The wearing of PPE/RPE by employees will only be required as a last measure.

Employees working at non-company premises/locations will be required to follow the client's requirements and control measures. It is a responsibility of the client to ensure that control measures remain in place. However, all employees are required to adhere to the client site rules and this includes ensuring that implemented control measures are not compromised and remain in good condition. These controls include the client's provision of signs and notices detailing ACM areas.

The Control of Substances Hazardous to Health (COSHH)

Before any hazardous substances are used during a work process, an appropriate assessment will be made of the risks from that substance by the Health and Safety Advisor. Wherever possible, alternative less harmful substances will be used.

Assessments will consider storage, handling, and aspects of use, exposure, PPE requirements, workers' health, and emergency actions. Company workers will be briefed on any hazard or substance precautions, with written records being held at the Company premises and in the site folder.

Following the assessment, any substance or material that has a flammable content will be stored in a separate area and held within a metal, fire retardant cabinet or specific storage area for flammables.

In order to comply with the legislative requirements placed upon it, the Company will provide adequate control of exposure to substances by applying the principles of good practice:

- Design and operate processes and activities to minimise emission, release, and spread of substances hazardous to health.
- Take into account all relevant routes of exposure (inhalation, ingestion, injection and absorption) when developing control measures.
- Control exposure by utilising measures proportionate to the health risk.
- Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
- Where adequate control of exposure cannot be achieved by other means, provide, in conjunction with other control measures, suitable Personal Protective Equipment.
- Check and review regularly all elements of control measures for their continuing effectiveness.
- Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.
- Ensure that the introduction of control measures does not increase the overall risk to Health and Safety.
- Ensuring that the Workplace Exposure Limit is not exceeded.
- Ensuring that exposure to substances which can cause occupational asthma, cancer, or damage to genes that can be passed from one generation to another, is reduced as low as is reasonably practicable.

Fire Safety

The fire procedures will be under the control of the Managing Director, assisted by the Health and Safety Advisor for the business location and the Site Foremen for worksites.

The Company will make a suitable and sufficient assessment of the risks to which relevant persons are exposed whilst working at the premises. This assessment will be used for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order. The completed risk assessment will be reviewed regularly by the Managing Director to ensure it remains up to date and valid, and to reflect any significant changes that may have taken place.

The Company will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of firefighting equipment, emergency lighting and alarm systems, is completed. The Health and Safety Advisor will conduct regular tours/inspections of the premises and work activities to ensure that identified control measures have been implemented.

Fire Action signage will be placed in prominent positions throughout the premises to act as a reminder for all employees, visitors, contractors, etc. of the emergency evacuation procedure and routes.

On a work site, the Principal contractor is responsible for carrying out a Fire Risk Assessment. If the company is the Principal (or only) contractor, the Site Foreman will be responsible for carrying out a site Fire Risk Assessment and deploying firefighting equipment and signage as required.

Manual Handling Operations

The Company is aware of the requirements placed upon it by the regulations. In order to meet these legislative requirements and to protect those employees who may be affected by manual handling activity, the Company will:

- So far as is reasonably practicable avoid the need for manual handling.
- Conduct a suitable risk assessment for any manual handling that cannot be avoided.
- So far as is reasonably practicable reduce the risk of injury from manual handling.

Manual handling risk assessments will be conducted by the Health and Safety Advisor and Site Foremen, and will take into account:

- The task being completed and how the risk(s) can be reduced.
- The individual(s) conducting the task and any training requirement.
- The load involved in the activity and any method that could be used to reduce it to a more manageable size.
- The work environment where the activity will take place.

Display Screen Equipment

Employees who use display screen equipment, e.g. PC/laptop users, are required to complete a workstation self-assessment form. Completed forms are reviewed by management, assisted by the Health and Safety Advisor, and any issues or queries will be discussed with the DSE user. The assessments will consider factors such as the workstation set-up, equipment (chair, keyboard, screen, etc.), the environment (lighting, heating, etc.), and types of work being completed.

The Company will ensure that free eye/eyesight testing and correction is available for those employees identified as being a "user" as classified by the Regulations.

Management will ensure that all relevant training and information is provided to an employee to enable them to undertake the work involving DSE in a safe manner.

Consultation with Employees

The Company recognises that having, and maintaining, a mechanism for communicating relevant Health and Safety information is important in establishing an on-going positive Health and Safety culture. To this end, the Company will consult with employees or their representatives on the following:

- The introduction of any work activity or issue which may substantially affect their Health and Safety at work, for example the introduction of new equipment or new systems of work.
- The contact details of the person nominated as the company competent person with regards to Health and Safety.
- Information on the risks and dangers arising from the work activities, measures implemented to reduce or get rid of these risks, and what employees should do if they are exposed to a risk.
- The planning/organisation for Health and Safety training.

Additional information is displayed via the HSE poster displayed in the workplace, safety posters, leaflets, safety pamphlets and verbal safety information.

The Company encourages all employees to take part in discussions with their supervisor/line manager. Any required actions from the discussions are agreed with both parties and escalated through the Management Team for opinion and rectification where necessary. Any action taken as a result of the information given by an employee will be communicated directly to them.

Working with Electricity

The Company will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. Electrical equipment will be visually checked by the user to spot early signs of damage or deterioration.

The user's visual check (PRE-USE) will include:

- Ensuring the equipment is unplugged and switched off before any checks.
- Ensuring that the fuse is correctly rated by checking the equipment rating plate or instruction book.
- Checking that the plug is not damaged and that the cable is properly secured, with no internal wires visible.
- Checking the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector (damaged cable will only be replaced with a new cable by a competent person).

- Checking that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Checking for burn marks or staining that suggests the equipment is overheating.
- Ensuring any trailing wires are positioned so that they are not a trip hazard and are less likely to get damaged.

If employees are concerned about the safety of equipment, they are advised to stop it from being used and report the matter to their line Manager, who will arrange for the faulty equipment to be removed from service until a qualified electrician undertakes a more thorough check.

Electrical Equipment in a Construction Environment

Electrical equipment on construction sites will be treated in a more stringent manner due to the potentially harsh nature of the working environment.

Tools that use 110v will be subjected to a thorough visual inspection prior to use by the operator, and a combined inspection/test before use and at three-monthly intervals thereafter.

Where site rules allow, the use of 240v tools will be subject to a thorough visual inspection by the operator on a daily/every shift basis and must have the added protection of a RCD. The RCD must have a combined inspection/test before first use and then monthly thereafter.

Site offices supplied by temporary single phase 230V or 415V three phase electrical supplies will need to be tested on a three-monthly basis and the distribution sub-circuits protected by an RCD.

Work on 'live' systems may only be undertaken if absolutely justified and by suitably trained and authorised persons, within a strict permit control system. It is company policy to supply and use 110v for all tools.

The Control of Lead

The Company will ensure no work liable to result in exposure to lead will start until the Project Manager, assisted by the Health and Safety Advisor, have made a suitable and sufficient assessment to determine whether exposure is liable to be **significant**.

The Company will either prevent exposure to lead or, where this is not reasonably practicable, make sure that exposure is adequately controlled, so far as is reasonably practicable, by means other than PPE.

The Company will provide medical surveillance where exposure is or is liable to be **significant**. This surveillance will be conducted at a frequency rate decided by the appointed Occupational Health Practitioner.

Workplace Transport Safety

All work vehicles provided and used by the Company will be suitable for the purpose for which they are provided.

The Company will ensure that vehicles are provided with a safe way to get into and out of the cab, and any other parts of the vehicle that need to be accessed regularly. All company vehicles will provide protection for drivers against any event that can harm them (e.g. bad weather, falling objects, inhospitable environment, vehicle overturns, etc.).

Drivers of company vehicles are required to conduct a pre-use visual inspection. This check includes ensuring all lights and indicators are working and that they have clear and unobstructed visibility around the vehicle.

All work vehicles provided by the Company will be suitable for their intended purpose and capable of carrying any specified load intended. The Safe Working Load (SWL) MUST NEVER exceeded.

Workplace vehicles will be subject to a routine maintenance program by a competent and qualified person. This includes any legislative requirements placed upon types of equipment, e.g. HIAB cranes.

All those employees required to use work vehicles will either have an existing qualification that they have achieved through training, or the Company will provide adequate resources to train the employee (using a suitably qualified, and competent person) in the safe use and operation of the vehicle. Training will be reviewed, monitored and provided on an on-going basis to ensure suitable CPD (Continuous Professional Development) is maintained.

The Company will authorise nominated employees to drive company work vehicles. This authorisation will only be given on the proviso that the employee is suitably trained, qualified (where appropriate) and competent to drive the vehicle.

Issue Status: Source- City Safety Management Ltd

Approved by full board of both directors 08th January 2024 (Darren Runnicles and Alex Wickes)



Alex Wickes
Project Director



Daren Runnicles
Operation Director