



HEALTH & SAFETY POLICY

February 2025

Version: v3

Authored: SH

Reviewed: AA

Approved: JW

Contents

1.0	General Policy Statement	Error! Bookmark not defined.
2.0	Introduction to The Manual	3
3.0	Overview of Health and Safety Management	3
4.0	Safety Organisation - Responsibilities and Duties	4
5.0	Access and Egress.....	7
6.0	Alcohol, Drugs and Smoking	8
7.0	Asbestos	9
8.0	Confined Spaces	10
9.0	Construction Safety.....	11
10.0	Control of Hazardous Substances	12
11.0	Driving	14
12.0	Electricity at work	14
13.0	Emergency procedures	17
14.0	Excavations.....	18
15.0	Fire prevention.....	19
16.0	Fire procedures	21
17.0	First aid.....	22
18.0	Flammable liquids	23
19.0	Hostile environments.....	24
20.0	Hours of work.....	24
21.0	Housekeeping.....	25
22.0	Incident and near-miss reporting.....	26
23.0	Induction of new employees and sub-contractors	27
24.0	Lifting Operations.....	28
25.0	Machinery, Plant and Work Equipment Safety.....	28
26.0	Manual handling	29
27.0	Method Statements	30
28.0	Noise control	30
29.0	Outdoor and peripatetic workers	32
30.0	Permits to work.....	33
31.0	Personal protective equipment	34
32.0	Personal safety	35
33.0	Risk assessment	36
34.0	Sub-contract, temporary and casual staff.....	37

HEALTH & SAFETY POLICY

35.0	Use of ladders and stepladders.....	38
36.0	Vibration	39
37.0	Display Screen Equipment	41
38.0	Waste Disposal.....	42
39.0	Welfare.....	42
40.0	Working alone.....	43
41.0	Working at height	44



HEALTH & SAFETY POLICY

1.0 GENERAL POLICY STATEMENT

See separate policy statement (HS-PO-001 Health Safety Policy).

2.0 INTRODUCTION

This manual contains the Collins Construction company Health and Safety policies. These policies will be used as a reference when carrying out risk assessments and the safe systems of work will be referenced when producing project-specific method statements. This manual has been produced to assist the management and employees of the Company. It is also there to assist clients and potential clients to establish that the Company operates in a safe way for all its projects and services.

3.0 OVERVIEW OF HEALTH AND SAFETY MANAGEMENT

High standards are to be applied in complying with legislation regarding the health and safety of members of staff and others affected by our acts and omissions.

High standards of cleanliness, hygiene, and housekeeping are to be maintained at all times, while safe, adequate, and clear means of access and egress to places of work will be provided and maintained.

All members of staff will be provided with appropriate and suitable personnel protective clothing and equipment, appropriate to the work, which is to be undertaken. Full training and instruction in the use, maintenance, and storage of such equipment will be provided to members of all staff.

Safety training programmes are to be promoted with the object of achieving personal awareness of risks and hazards, and knowledge of personal responsibility.

Responsibility and accountability to the prevention of accidents, ill health, injuries, and damage are to be specified clearly and in writing to all employees.

Facilities for joint consultation on matters of safety, health, and welfare will be available through the Company. The agreements reached through these consultations will be considered, when the policy is reviewed.

The Policy is to be explained to all new staff as part of their induction training before they start work, and a copy of the policy will be made available for reference by any member of staff.

3.1 Monitoring of policy and procedures

The Managing Director will ensure that:

- Regular discussions are held with the senior team regarding general implementation e.g. staff induction and training, whether risk assessments are up to date, problems reported etc.
- Data is recorded on injuries and ill health and present for discussion at Director's meetings (to include reports from sub-contractors).
- The Directors meetings shall assess accident trends and review overall safety performance.

3.2 Auditing of policy and procedures

The Compliance Director shall put in place a programme of internal audits to verify that the Policy and Procedures are being adhered to as part of the ISO45001 Management System.

HEALTH & SAFETY POLICY

3.3 Training

All staff shall receive the appropriate training in their responsibilities as defined in this policy, training will be updated at regular intervals, and whenever changes in legislation or working methods require.

Sub-contractors are required to demonstrate that their employees, where required, have undergone similar appropriate training and are competent to undertake the specific work. Whilst appropriate qualifications are required by the Company before employment begins, it is not accepted that training will cease for that employee. This policy requires all employees to continue training during their employment.

The Company will provide such training as is appropriate and necessary for the requirements of their duties.

Employees are encouraged to enquire about suitable training where they feel it would be beneficial.

3.4 Work Safe

All employees have a right to work safely and shall not be penalised for refusing to work on grounds of Health & Safety, provided there are reasonable grounds for refusal.

Where an employee feels that a working method is not safe, the procedure is to raise the concern initially with the appropriate Manager. Where the issue cannot be resolved through discussion, the escalation procedure is as follows:

- The Manager reports the concern to the appropriate Director. That person shall assume responsibility for the review of that issue; they must try and verbally resolve the issue and then record the details of the dispute in writing for review.
- Where a satisfactory resolution cannot be reached, the issue shall be escalated to the Managing Director who has final authority on the working procedure under dispute.

3.5 Supervising for Safety

Adequate supervision for safety is key. We shall ensure that adequate provision is made for supervising employees and any sub-contractors undertaking work on our behalf.

All Directors and Managers, have a role to play in supervising staff and our sub-contractors and temporary staff.

3.6 Office Health and Safety

Health and safety risk assessments will be completed for the office and will define controls required for risks that are managed by other means on-site (e.g. asbestos, confined spaces, fire etc).

4.0 SAFETY ORGANISATION – RESPONSIBILITIES AND DUTIES

All employees have responsibilities and duties to ensure that the Company's Health and Safety Policy is adhered to at all times. The Health and Safety Policy itself complies with the requirements of the Health and Safety at Work Act 1974. However, there are specific responsibilities. The Directors, Employees and others working for Company all have responsibilities, which are as follows:-

4.1 The Directors

Responsible for the overall effectiveness of the Company's Policy and the periodic review and amendment of the Policy as necessary. The Directors must ensure that regular reviews of the Company's safety performance, accident record, and or significant events affecting or arising out of the Company's operations are made.

HEALTH & SAFETY POLICY



The Managing Director is also responsible for ensuring that adequate and appropriate funds are made available for safety measures.

The Directors, Managers and employees and other responsibilities are as set out in the following table:

The Managing Director / Operations Director / Project Director RESPONSIBLE FOR:	The Project Manager / Site Manager RESPONSIBLE FOR:	Employees and Sub-Contractors RESPONSIBLE FOR:
Ensuring that details of all incidents are entered in The Company's Accident Book and to complete any further documents as may be required by the Regulations and forward such documents to the relevant Authority following The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2012 (R.I.D.D.O.R.).		Reporting incidents and injuries immediately.
Co-operating with Health and Safety Adviser and ensuring that any defects or faults brought to their notice are suitably corrected. Ensuring that all incidents, dangerous occurrences, are investigated thoroughly and those suitable remedial measures are taken to prevent a recurrence.		Carrying out work in a safe manner at all times without taking risks that could endanger himself or herself or any other person who may be affected by their acts or omissions at work.
Providing appropriate protective clothing and safety equipment and ensuring that the directors use both clothing and equipment as and when required.	Ensuring that associates under his supervision wear and use the appropriate safety clothing and equipment as and when required.	Wearing and using appropriate safety clothing and equipment as and when required.
Assessing injury, loss or damage, risks and liabilities relating to The Company's operations.	Organising works under their control so that everything is carried out to the required standard with minimum risk	Reporting hazards immediately and warning other persons at risk.
Ensuring that The Company's Health and Safety Policy is observed and that all requirements necessary for effective compliance are provided and applying the principles of the Policy to the operations under their control.	Being familiar with the Regulations and Codes of Practice applicable to the work on which they are engaged and insisting those Regulations and Codes of Practices are observed.	Reading and understanding The Company Health and Safety Policy and carrying out work following its requirements. Understanding their duties under the Health and Safety Regulations.

Instituting an inspection procedure so that all activities are undertaken in a controlled safe manner and with due regard for statutory obligations and approved Codes of Practice	Incorporating safety instructions in routine orders, seeing that they are carried out, and instructing associates under his control in precise terms as to work methods using Safe Methods of Work Statements.	Understanding the Safe Method of Work for the tasks undertaken and carrying out work in the correct designated area. Seeking clarification whenever unsure of particular safety requirements.
Reprimanding and disciplining any employee who are careless about their own or others safety.	Restraining persons from taking unsafe risks, discouraging horseplay, and reprimanding those who fail to consider their well-being and that of others around them.	Neither intentionally nor recklessly interfering with nor misusing anything provided in the interest of health, safety, or welfare nor playing potentially dangerous practical jokes.
Ensuring that all employees have a Company Safety Induction.	Ensuring that all working on site have a Site Safety Induction.	-
Commending personnel who, by their actions or initiative, eliminate hazards and set a good personal example.	-	-

4.2 Sub-Contractors

For this Health and Safety Policy, subcontractors are defined as persons or companies employed by Collins Construction to work on specific activities. All such subcontractors must have a suitable Health and Safety Policy and abide by its provisions as well as the provisions within this Policy and Procedures Document.

4.3 Safety Personnel

The persons responsible for overseeing, implementing, and monitoring the policy are the Managing Director and Construction Director with support from Project Managers, Site Managers and the Compliance Team. The following personnel will be responsible for the supervision of health and safety in particular areas:

Sites	Project Manager & Site Manager
Office	The Managing Director & Compliance Team

A copy of the Policy is located at the head office.

HEALTH & SAFETY POLICY

4.3 Arrangements, Procedures, and Safe Systems of Work

Risk Assessments and Method Statements using CM-HS-FM-042 RAMS Template will be produced as required for each Project and by subcontractors.

5.0 ACCESS AND AGRESS

5.1 Policy

The Company is committed to providing a safe place of work and a safe means of access and egress within all parts of the workplace. Safe access and egress includes movement in and out of the workplace and safe access within the workplace. All employees and sub-contractors are responsible for implementing this policy, which includes the following:

- Access to and egress from the workplace.
- Routes through working areas
- Accessibility of storage areas.
- Emergency exit routes
- Use of access equipment, such as ladders
- Limitation of access to hazardous/high-security areas.
- Access to mobile structures.
- Temporary arrangements for access.
- Common parts of the building, e.g. reception, staircase etc.
- Site and Road traffic movements

5.2 Arrangements for ensuring the health and safety of workers

The Project Manager and Site Manager (on sites) and the Compliance Team (in offices) will ensure that:

- Materials, tools etc do not impede safe access and egress at the workplace and that objects, which may restrict safe movement within the workplace, are removed immediately.
- Any access restrictions are adhered to so that suitable and safe arrangements for work in confined spaces and other areas of high risk are guaranteed.
- Safe systems of work are designed and implemented in all areas of significant risk, using professional assistance when required.
- Employees are encouraged to report any situation where safe access and egress is restricted or obstructed and arrange for the appropriate remedial action to be taken immediately.
- All employees are to be aware of emergency exit routes and they are to be kept clear at all times
- Access equipment is regularly inspected to ensure that it is maintained in a safe condition. The use of ladders and stepladders other than for access will be subject to risk assessment and permit.
- Work will not be started unless the correct permits and clearances have been obtained
- Only trained personal can operate mobile plant. Areas must be left clear for the operation of such plant with suitable exclusion zones.
- All requirements for temporary access are to be considered when carrying out work
- All common parts of buildings that are being worked on are to be free of any tools, equipment, and materials where these form either access or emergency escape routes.
- Company vehicles are to be parked in authorised areas. All site rules relating to vehicular movements are to be obeyed. All company employees will obey the Highway Code.

6.0 ALCOHOL, DRUGS AND SMOKING

6.1 Policy

6.1.1 Alcohol and Drugs

The Company is committed to providing a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct, and relationships at work. This policy, which applies to all employees and sub- contractors, aims to:

- a) Promote the health and well-being of employees and minimise problems at work arising from the effects of alcohol or drugs
- b) Identify employees with possible problems relating to the effects of alcohol or drugs at an early stage
- c) Offer employees known to have alcohol or drug-related problems affecting their work referral to the appropriate source for diagnosis and treatment if necessary.

This policy does not apply to an employee who commits a clear breach of company rules due to overindulgence of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedure as appropriate.

6.1.2 Smoking

There is no smoking when on company business within workplaces. Only designated smoking areas may be used and waste must be disposed of in bins. All client rules for smoking areas must be followed.

The provisions of HS-PO-005 Smoking Policy Statement will be followed.

6.2 Arrangements for securing the health and safety of workers

The Company will, in consultation with employees and sub-contractors:

1. Advise all existing employees and all persons starting work of the risks to health arising from the effects of alcohol or drugs (including some legitimately prescribed medications).
2. Encourage those, who may have alcohol or drug-related problems, which affect their work, to take advantage of The Company referral procedure for diagnosis and treatment.
3. Enable the Managing Director to identify job performance problems that may be attributable to the effects of alcohol or drugs and to consult with the appropriate specialist to determine whether there is sufficient concern to warrant a medical evaluation.
4. In cases where the effects on work of misuse of alcohol or drugs are confirmed or admitted, agree upon a programme of treatment in consultation with a medical advisor and the employee.
5. Instruct the medical advisor to co-ordinate, monitor, and if necessary participate in the treatment, which may involve recourse to, or liaison with, the general practitioner (GP), counsellor, hospital outpatient department or in-patient care.
6. Smoking restrictions must be observed at all times on The Company's/client's premises.

The Company will establish policy rules relating to an employee who is found to have misused alcohol or drugs or admits to the same. The policy rules cover:

1. Disciplinary action for refusal to accept help.
2. Conditions for accepting treatment.
3. Future employment if the treatment proves to be successful.
4. Observation of medical confidentiality.
5. Effects upon pensions, benefits, and employment rights.

6.3 Information, Instruction and Training

The Company will provide sufficient information, instruction, and training as is necessary to ensure that all employees have the knowledge required:

- To understand the dangers associated with the effects of alcohol or drugs at work and The Company policy regarding this.
- To understand The Company procedures that will be adopted where there is found to be deterioration in work performance from these effects.
- To understand the legal consequences of their actions.

Additional training will be given, as necessary, to enable them to deal with any physiological problems that may arise as a result of the effects of alcohol or drugs upon work performance.

7.0 ASBESTOS

7.1 Policy

Asbestos represents a significant hazard. The Company will protect those employees and other persons potentially exposed to asbestos as far as is reasonably practicable and will strive to achieve high standards when work is to take place in or around asbestos-containing material.

On sites, the Project Team will complete a risk assessment that ensures that risks associated with asbestos are identified; reduced; effectively controlled and where possible eliminated. This procedure requires the full co-operation of management and staff at all levels

7.2 Arrangements for securing the health and safety of workers on site

We will ask for a copy of the asbestos register before starting any works that might disturb it.

Where no asbestos register is supplied, we will arrange for an appropriate asbestos survey to be completed (usually a refurbishment survey)

All asbestos removal or remediation works will be carried out by a dedicated licensed asbestos contractor who will be responsible for notifying the HSE as needed.

All members of staff who may come into contact with asbestos as part of their work will be given Asbestos Awareness training.

7.3 Procedures for dealing with incidents

In the case of an incident or emergency (e.g. disturbing a material suspected of being asbestos)

The procedures detailed in HSE's guidance document EM1 will be followed:

Refer also to HS-PO-004 Asbestos Containing Materials Policy Statements.

If any persons have been exposed to asbestos at work, the HSE will be informed and the persons Doctors informed.

7.4 Asbestos not on sites

The Compliance Team will ensure that an asbestos survey and suitable management arrangements are in place for all commercial spaces occupied by The Company.

HEALTH & SAFETY POLICY

When visiting other workplaces (e.g. potential construction projects) and the nature of the work (survey / inspection) means there is a risk of disturbing asbestos, the member of staff carrying out the visit shall request and review the asbestos survey in advance.

8.0 CONFINED SPACES

The Company will take all reasonable steps to secure the health and safety of those persons in our employment who are required to make entry into confined spaces.

Health and safety hazards may arise when entry into confined spaces is required. The Company will ensure that any risks are reduced to a minimum.

8.1 Arrangements for securing the health and safety of workers

The Project Director and Project Manager will, in consultation with employees and sub-contractors:

- Design work tasks to avoid the need for entry into confined spaces where practicable.
- Provide such information, instruction and training as is necessary to enable the appointment of competent persons capable of carrying out risk assessments when entry into confined spaces is planned.
- Ensure that a documented permit to work system will be used whenever entry into confined spaces is required.
- When entry into confined spaces is required:
 - A full safe system of work for accessing, working in, exiting from and dealing with emergencies in the confined space will be produced, including, as appropriate:
 - i. Gas monitoring
 - ii. Emergency evacuation arrangements
 - iii. Appropriate supervision and communication
 - iv. Additional ventilation
- Provide such equipment and resources as are necessary to safely carry out entry into confined spaces.

8.2 Procedures for dealing with health and safety issues

Where an employee or sub-contractor raises a matter related to health and safety associated with work in confined spaces, The Company will:

- Take all necessary steps to investigate the circumstances.
- Take corrective measures where appropriate.
- Advise the employee or associates of actions taken.
- If an incident resulted in a loss of consciousness this will be reported under RIDDOR

Where a problem arises associated with work in confined spaces, the employee, or sub-contractor will adopt the following procedures:

- Inform the site manager immediately.
- In the case of an adverse health condition, advise his or her general practitioner.

8.3 Information, Instruction and Training

The Company will provide sufficient information, instruction, and training as is necessary to ensure the health and safety of employees who are required to enter into confined spaces.

Managers who are responsible for employees required to enter confined spaces will also be given appropriate training.

9.0 CONSTRUCTION SAFETY

9.1 CDM Policy

We have duties under the regulations to conduct work safely. We also recognise that some work that we do can be high risk (e.g. excavations). For all projects we shall:

- Where required, check clients are aware of their duties and liaise and co-ordinate with them, their nominated representatives or any Principal Designer to obtain sufficient information to do our work safely;
- Satisfy ourselves that anyone we employ or engage are competent and adequately resourced;
- Plan, manage and monitor our work to make sure that workers under our control are safe from the start of their work on-site;
- Ensure that any contractor who we appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on-site;
- Provide workers under our control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors' work, and whatever site induction is needed to work safely, to report problems or to respond appropriately in an emergency;
- Ensure that any design work we do complies with the requirements of CDM 2015 and liaise with Designers and Principal Designer
- Co-operate with others and co-ordinate our work with others working on the project;
- Ensure the workforce is properly consulted on matters affecting their health and safety; and
- Obtain specialist advice (for example from a structural engineer or Temporary Works Engineer) where necessary when planning high-risk work – for example, alterations that could result in structural collapse, deep excavations or excavations in unstable ground or work on contaminated land.
- Where we act as the Principal Contractor, complete a Construction Phase Plan using all available Pre-Construction Information from the client before starting works.
- Where we act as a contractor, we will plan, manage and monitor our works and cooperate and coordinate with others onsite.

9.2 Notifiable construction projects

Where a project is notifiable, the client is responsible for completing the F10.

CDM 2015 Regulations - Notifiable or Non-Notifiable Project:

All projects are subject to CDM 2015 and require a Construction Phase Plan to be put in place.

9.2.1 CDM Duties

Notification

An interactive F10 form is available on the HSE website for duty holders (the Client) to complete and submit construction project notifications online. F10s completed using the online system will automatically be sent to HSE and the client will be provided with an acknowledgement.

As Principal Contractor, we will ensure that an F10 is in place before starting work on a project.

Principal Designer

The Client will appoint a Principal Designer when required as soon as possible, but no later than the initial design/preparation stage.

For design and build projects under our control, we will appoint a 3rd party Principal Designer.

HEALTH & SAFETY POLICY

Principal Contractor

When acting as a Principal Contractor we plan, manage and co-ordinate the work while construction work is being carried out on all our projects. As Principal Contractor we are usually the main or managing contractor for the work.

9.2.2 Construction Phase Plan

As Principal Contractor we will produce a Construction Phase Plan outlining the key arrangements to ensure that the work is carried out safely. The work will not start on-site until there is an adequate plan and it has been issued to the Client.

9.2.3 Health and Safety file

The Principal Designer will produce a Health and Safety File. The file is a record of useful health and safety information and will help the client manage health and safety risks during any future maintenance, repair, construction work or demolition. If the Principal Designer's appointment ends before the construction phase is completed as Principal Contractor we will complete and issue the H&S file

9.2.4 Welfare facilities on site

Where we are the Principal Contractor we will ensure there are adequate welfare facilities before work starts. This will either involve sharing client facilities or putting temporary facilities in place.

- Hand washing facilities
- Toilets
- Hot and cold running water/potable water
- Rest /mess room
- Method of boiling water (for hot drinks) and heating food (e.g. a microwave)
- First aid facilities
- Clothes drying facilities (where required)
- Site managers office

10.0 CONTROL OF HAZARDOUS SUBSTANCES

10.1 Policy

The Company shall identify, assess and control the risks relating to the use of all substances classed under the regulations as hazardous to health. Refer also to HS-PO-006 Control of Substances Hazardous to Health.

The Company recognises that elimination is the best way to deal with a health risk. During assessments, a critical assessment of whether it is necessary to retain the substance(s) should be made.

10.2 Arrangements for securing the health and safety of workers

COSHH covers a wide range of substances, e.g. adhesives and solvents, cleaning chemicals including bleach, paints, and thinners, man-made mineral fibres such as pipe lagging material. The Company will identify all such substances to which staff may be exposed at work.

Staff must be made aware of the types of substances that are covered by COSHH. These are classified (and usually labelled) as:

- CORROSIVE, HARMFUL, IRRITANT, TOXIC, VERY TOXIC
- DUSTS of ANY kind in substantial quantities in the atmosphere.

- Anything with a Workplace Exposure Limit.

10.2.1 Assessment of risk

For each substance to be used, COSHH requires a competent person to assess the risk associated with exposure to that substance, and keep a written record of that assessment.

On sites the Project Manager and Site Manager will ensure that a COSHH assessment is completed and filed for all hazardous substances. In the office, the Compliance Team will ensure COSHH assessments are completed for hazardous substances used in the office.

Where necessary to demonstrate compliance, assessments shall be written and kept as a record. Assessments shall be reviewed periodically and whenever circumstances change significantly.

10.2.2 Control of risk

Hazardous substances must always be subjected to control at source if possible, i.e. fume extraction rather than personal respiratory protection, except where the work is of short duration and occasional nature, and the cost of engineering controls is disproportionate with the risk.

10.2.3 Testing and maintenance

Any control measure in place shall be tested and maintained as required to meet regulatory requirements and to ensure effective use.

Respiratory protective equipment must be of the correct approved type and should be examined routinely to ensure it is in good condition. All persons wearing RPE must have undergone an appropriate fit-test for that RPE.

10.2.4 Monitoring

Atmospheric monitoring may be necessary for certain substances and shall be arranged by the Company where the need has been identified in an assessment.

10.2.5 Information, Instruction, Training

All employees who may be exposed to any substances that are hazardous to health will receive information about the hazard and instructions about the precautions, safe working procedures and emergency procedures, etc. Training will therefore include any of the above types of information and instruction that are relevant to any employee.

Employees will be instructed that good standards of personal hygiene are essential in protecting against exposure to substances and that they must wash before eating, drinking or smoking, and remove contaminated clothing before doing so.

Employees have a right to know about the hazards and risks associated with their work and that which takes place around them and may see records of risk assessments, air monitoring, maintenance and testing.

10.2.6 Health surveillance

Where any employee suffers ill-health effects which it is suspected may be related to hazardous substances to which s/he may have been exposed at work, the Company will provide for medical surveillance. This is a legal requirement under COSHH.

HEALTH & SAFETY POLICY

11.0 DRIVING

11.1 Policy

The Company recognise the specific risks involved in driving vehicles as part of employment and the full range of factors that may affect these risks.

The use of motor vehicles on company business requires additional health and safety measures to protect both employees and third parties. The Company recognises that the occupational risks associated with driving are related to a wide range of factors including:

- Driver competence
- Vehicle fitness for purpose.
- Shift working and total hours worked.
- Unaccompanied working.
- The nature of goods being transported.

The Company is committed to developing, implementing and maintaining all reasonable measures to protect the health and safety of those driving on company business.

11.2 Arrangement for securing the health and safety of workers

The Company acknowledges that those driving on company business may be at increased occupational risks related to:

- Fatigue.
- Stress.
- Working alone.
- Unforeseen events

The Company recognises that procedures and processes need to be developed and maintained to reduce these risks as far as reasonably practicable and to take steps to effectively manage those that cannot be avoided. To this end the Company will:

- Undertake that risk assessments are completed and that journeys are planned and allocated following the findings of these assessments.
- Ensure as far as is reasonably practicable that all those driving on business are competent and fit to do so.
- Provide any additional training that may be deemed necessary to reduce driving related occupational risks.
- Encourage a sensible and mature attitude towards motor vehicles and driving in all employees.
- Ensure as far as is reasonably practicable that vehicles are suitable for their purpose.
- Provide and maintain additional tools and equipment necessary for the purposes of the journey.
- Provide sufficient information and guidance for management to enable them to understand the additional occupational risks involved in driving.

12.0 ELECTRICITY AT WORK

All reasonable steps will be taken to secure the health and safety of employees who use, operate, or maintain electrical equipment. The Company acknowledges that work on electrical equipment can be hazardous and it is, therefore, The Company's intention to reduce the risks as far as is possible.

HEALTH & SAFETY POLICY

The implementation of this procedure requires the total co-operation of all members of management and staff, as well as any sub-contractors hired to carry out work involving electrical equipment.

Where a problem arises related to electricity at work, employees will inform a line manager immediately and The Company will then take the necessary measures to investigate and remedy the situation.

12.1 Arrangements for securing the health and safety of workers

12.1.1 Competence

- **Appointed Person** – A person who has been suitably trained by a technically competent person (such as an electrician or electrical engineer) to be able to carry out a formal basic safety inspection of portable electrical equipment (including the inside of the plug and fuse) using safe working practices.
- **Competent PAT Tester**– A person who is suitably trained to use a basic PAT tester (demonstrated by a certificate of competence) with the ability to interpret its findings and record the information it presents.
- **Qualified Electrician** – Somebody with the skills, knowledge and experience to carry out electrical work.

All electrical work will be planned and carried out by competent persons. Proof of competence is required.

No unqualified operative will undertake any installation, maintenance or alteration work to any electricity supply line.

12.1.2 Control

The Company will, in consultation with employees and Sub-Contractors:

- Ensure that electrical installations and equipment are installed following the latest edition BS7671 Wiring Regulations and the Electricity at Work Regulations (1989).
- Safely isolate all services before commencing work that could result in people contacting live terminals or cables.
- Maintain the fixed installation in a safe condition by carrying out routine safety testing (where applicable)
- Inspect and test portable and transportable equipment as frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage, i.e. how carefully it is handled).
- Promote and implement a safe system of work for maintenance, inspection, or testing.
- Forbid live working unless necessary, in which case, a permit to work will be issued before work begins.
- Ensure that employees and sub-contractors who carry out electrical work are competent to do so.
- Forbid all work by The Company's staff on equipment or systems, such work will be carried out under contract by approved contractors who are required to be competent, trained, and equipped for this work.
- Exchange safety information with sub-contractors, ensuring that they are fully aware of (and prepared to abide by) The Company's health and safety arrangements.
- Provide suitable personal protective equipment if required, maintaining it in a good condition.
- Maintain detailed records.

12.2 Information, Instruction and Training

The Company will provide information, instruction, and training for all employees to enable them to carry out their duties without putting their health and safety at risk. Electrical work will only be carried out by competent persons.

HEALTH & SAFETY POLICY



Maintaining Portable Electrical Appliances – site work – Site Manager

Owner	User checks	Formal visual inspection by Site Manager	Combined inspection and test by competent PAT tester
Company-owned equipment or sub-contractors	110 V – Weekly 230 V mains – Daily/every shift	110 V – Monthly 230 V – weekly	110 V – Before first use on-site then 3 monthly 230 V mains – Before first use on-site then monthly
Hire equipment	N/A	Before issue/after return	Before issue

Maintaining Portable Electrical Appliances-Offices & other low-risk environments only (Suggested initial* intervals) – Compliance Team

Equipment/environment	User checks	Formal visual inspection	Combined inspection and testing
Battery-operated	No	No	No
Extra-low voltage: (< 50V AC) e.g. telephone equipment, low voltage desk lights	No	No	No
Information technology: e.g. desktop computers, VDU screens	No	Yes, 2 – 4 years	No, if double insulated – otherwise up to five years
Photocopiers: NOT hand-held. Rarely moved	No	Yes, 2 – 4 years	No, if double insulated – otherwise up to five years
Double insulated equipment: NOT hand-held. Moved occasionally, e.g. fans, table lamps, slide projectors	No	Yes, 2 – 4 years	No
Double insulated equipment HAND- HELD e.g. some floor cleaners	Yes	Yes, 6 months – 1 year	No
Earthed equipment (Class 1): e.g. electric kettles, some floor cleaners	Yes	Yes, 6 months – 1 year	Yes, 1 – 2 years
Cables (leads) and plugs connected to the above. Extension leads (main voltage)	Yes	Yes, 6 months – 4 years depending on the type of equipment it is connected to	Yes, 1 – 5 years depending on the type of equipment it is connected to

NB: Experience of operating the maintenance system over time, together with information on faults found, should be used to review the frequency of inspection. It should also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test.

13.0 EMERGENCY PROCEDURES

The Company will plan emergency procedures to reduce the risk of injury.

The Company will give Information, Instruction and Training as often as is necessary to all employees and other persons, such as sub-contractors and visitors.

Any concerns employees may have regarding the Company's emergency procedures will be reported to a manager immediately. The Company will then take the necessary measures to investigate and remedy the situation.

13.1 Emergency arrangements

On site, the Project Manager and the Compliance Team in the office, will plan for reasonably foreseeable incidents and prepare a written plan outlining procedures to be followed in such an event.

The Company will, in consultation with employees and sub-contractors:

- Identify foreseeable major incidents for which emergency procedures will be required for working on clients premises at the planning stage (including fire, first aid incidents, rescue from height, water leaks etc).
- Establish procedures to be followed by employees in the event of an emergency, including:
 - Raising the alarm
 - Means of escape
 - Assembly points
 - Summoning the emergency services
- Appoint persons to be responsible in the event of an emergency including:
 - Employees responsible for shutting down plant and making it safe before evacuating the area.
 - Fire wardens.
 - Persons responsible for emergency power supplies and lighting.
 - Persons responsible for moving equipment to or from the scene of the incident.
 - First aiders.
 - Rescuers (if appropriate).
- Provide a written version of the procedures to all personnel, including details of the responsibilities of persons listed.
- Provide fire points comprising a suitable number of fire extinguishers and evacuation alarms
- Ensure that the plans cover night and shift working, weekend working and closures for holidays.
- Ensure there is an up to date call-out list for key personnel and that this is readily accessible.
- Clearly label all-important items such as shut-off valves, electrical isolators and fire points or equipment.
- At regular intervals stage evacuation drills, test and check emergency equipment and inspect the means of escape.
- Keep all access routes for emergency services and all escape routes clear at all times.
- Assist the emergency services by clearly marking the premises and by drawing up a simple plan of the premises (e.g. showing the location of hazardous substances).
- Reassess the emergency plan at regular intervals and following any major change in layout or personnel, and update or alter it as necessary.
- Provide training in emergency procedures for all employees.

HEALTH & SAFETY POLICY

14.0 EXCAVATIONS

14.1 Policy

The Company will take all reasonable steps to provide a safe working environment for employees required to work in or around excavations.

14.2 Arrangements for securing the health and safety of workers

The Company will:

- a) Assess the risks involved where there is a possibility of working in or near excavations and take steps to eliminate or control them.
- b) Ensure that all excavations are sufficiently supported to prevent the fall or collapse of material.
- c) Ensure the provision of all the necessary equipment to allow safe access to and egress from the excavation.
- d) Take suitable and sufficient steps to prevent any person, vehicle or plant and equipment, or any accumulation of earth or other material from falling into the excavation.
- e) Take suitable and sufficient steps to identify and prevent the risk of injury arising from any underground cable or other underground services.

14.2.1 Risk assessment and method statement

The Project Manager shall carry out a risk assessment before work begins to identify those hazards that are likely to be encountered including any factors which increase the risk of injury, such as:

- the nature of the ground and groundwater regime;
- the depth of excavation;
- the nature of the work required to be undertaken within the excavation (including leak detection;
- the location of the work, e.g. readily accessible public place, contaminated ground or heavily serviced urban area; adjacent structures and buried services.

The assessment shall also determine the control measures required in the associated method statement which should describe the plant, equipment and the safe methods of working required to control the risks generated, including the requirement for shoring up the excavation. The method of support selected needs to take account of the work to be done and allow for adequate working space.

14.2.2 Underground services

At the planning stage, the Project and Design Teams as needed shall liaise with the client, Principal Designer, services and structural designers to establish the potential for disturbing existing underground services. A risk assessment shall be completed by the Project Manager. Where doubt exists, precautions shall be taken including:

- Hand digging trial pits: The first metre in depth of any excavation should be undertaken with care using hand tools.
- Contacting service Companies to establish location of services along with a full scan of the area before excavating the ground.
- When burying or re-burying services, indicating tape is to be placed above electrical and gas services following the requirements of the utility providers.

14.2.3 Preventing collapse

All excavations will be designed to avoid collapse. Suitably designed shoring will be in place for all excavations where there is a risk of collapse and serious harm resulting. The condition of the excavation will be checked at the start of every shift and a full written inspection every 7 days using Temporary Works Form.

Where an excavation is also a confined space the appropriate measures (see section 8) will be taken.

14.3 Procedures for dealing with health and safety issues

The Project Manager will prepare a method statement for work where there is a possibility of working in or near the excavation, to be followed by all involved in such work. Where it is not possible to follow the method statement.

- a) No further work will be undertaken.
- b) A manager will be informed.
- c) Alternative procedures will be outlined and workers will be advised of these following appropriate consultation.

14.4 Information, Instruction and Training

The Company will provide any information, instruction, and training that an employee may require to carry out his or her skill in a safe manner when working in or near an excavation. The Company will ensure that the manager responsible for plant and equipment used for the work is suitably and adequately trained and capable of providing the correct information on its use.

15.0 FIRE PREVENTION

15.1 Policy

As far as reasonably practicable, all steps will be taken by the Company to prevent fire. All relevant provisions of the Joint Codes of Practice Fire Prevention on Construction Sites and HSG168 Fire Safety in Construction will be followed.

The Company acknowledges that despite these measures it cannot be assumed that fire will never break out. Systems are in place to deal with this eventuality and these will be regularly scrutinised to ensure that they are adequate, i.e. fire evacuation drills, inspections of the means of escape and maintenance of fire warning systems and fire-fighting equipment will take place regularly.

All employees will be given suitable instruction in basic fire prevention measures. Any employees involved in processes or activities that give rise to special fire hazards will be given appropriate training in the avoidance of fire.

Employees must report any concerns they have about fire hazards, etc, to their manager so that the Company can respond appropriately to eliminate the problem.

15.2 Arrangements for securing the health and safety of workers

15.2.1 Sites

Before work starts on any site a fire risk assessment will be completed by a competent person. Sufficient fire points including extinguishers and means for raising the alarm will be put in place as part of the site setup.

Periodic inspections and assessments will be carried out to identify fire risks and ensure that appropriate precautions are in place. The Company will ensure that housekeeping standards are such as to minimise the risk, and development both at company premises and at work sites, of fire. Effective security precautions will be taken to minimise the risk of arson at company premises.

The Company will also exercise suitable control over sub-contractors operations and the fire risks associated with such operations; all contractors working on company premises or work sites will comply with The Company's conditions for contractors.

The Company's fire prevention measures will focus on the findings of the risk assessment. The Company will, in consultation with employees and their representatives, implement the following fire prevention measures.

15.2.2 Office

The Compliance Team shall ensure a fire risk assessment is completed and that suitable extinguishers and other measures are in place. They shall arrange for weekly testing of fire warning systems or liaise with the landlord if they are responsible for completing these, and periodic testing of emergency lighting, detection systems and fire extinguishers.

15.3.1 Electrical Safety

Much can be done to prevent fires of electrical origin simply by good maintenance and routine inspection of equipment. The Project Manager (site) or Compliance Team (office) will:

- Arrange for testing and inspection of the fixed electrical installations and portable appliances following BS7671 Wiring Regulations and the Electricity at Work Regulations (1989) (if applicable)
- Take appropriate precautions to reduce the risk of ignition by electrical equipment or other sources of ignition in any areas where combustible dust, flammable liquids or flammable gases are used or stored
- Arrange for employees' personal electrical equipment intended for use on company premises to be inspected and tested by a competent person before use and at regular intervals.
- Arrange for any portable heaters (to be provided by the Company only) to be inspected and tested by a competent person before use, sited to avoid any risk of ignition of combustible materials and returned to store after use (radiant bar electric fires are prohibited under all circumstances).

15.3.2 Smoking

The Company will prohibit smoking in at least the following areas:

- (a) All of the internal areas within company offices and work sites
- (b) Wherever discarded smokers' materials are likely to act as a source of ignition
- (c) Wherever a fire could develop unnoticed
- (d) Wherever even a small fire could result in a significant loss.

On sites, we will adhere to clients smoking policies where these apply.

15.3.3 Arson

To prevent arson by outsiders, The Company will provide measures such as intruder alarms, and controlled access to ensure that only authorised people enter The Company premises.

15.3.4 Hot Works

All hot works will be managed in accordance with the requirements of the latest edition of the Joint Codes of Practice Fire Prevention on Construction Sites and HSG168 Fire Safety in Construction.

Hot works will be controlled using a hot works permit, requiring two extinguishers of suitable ratings to be in place for the duration of the work, pre-start checks of the working area and a fire watch for at least 2 hours after that work has finished.

16.0 FIRE PROCEDURES

In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

If a fire is discovered, the alarm will be raised immediately by the appropriate method. This will be the first action taken on the discovery of any fire, however small.

All employees are instructed to take this action if they believe there is a fire. The Company will always support employees who operate the fire alarm system in good faith, regardless of whether it is ultimately determined that a fire existed.

Responsibility for summoning the fire brigade is outlined in the locally posted fire procedures.

The Company does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so. Guidance on the circumstances under which firefighting will be avoided or discontinued will be included in relevant training.

Immediate evacuation of the building must take place as soon as the evacuation signal is given. (Employees will be familiar with the procedure through the staging of regular fire evacuation drills). All occupants, on evacuation, must report to the assembly point(s).

Re-entry of the building or work site is strictly prohibited until the fire brigade officer or Site Manager in charge declares it is safe to do so. Silencing of the fire alarm system will never be taken as an indication that it is safe to re-enter the building.

Employees will report any concerns regarding fire procedures so that the Company can investigate and take remedial action if necessary.

16.1 Arrangements for securing the health and safety of workers

Fire arrangements on site will be implemented by the Project Manager, and by the Compliance Team in the office. The following arrangements will be put in place:

- (a) Ensure that any deaf persons on company premises are aware of the activation of the fire alarm and that disabled persons are given assistance to evacuate the building.

- (b) Appoint persons to be responsible for specific procedures in the event of a fire, including:
 - (i) The person responsible for summoning the fire brigade
 - (ii) Fire wardens
 - (iii) Those responsible for carrying out roll calls or supervising evacuation assembly points.
 - (iv) Fire incident controllers responsible for liaising with the fire brigade on arrival.
- (c) Regularly stage fire evacuation drills, inspect the means of escape, and test and inspect firefighting equipment and fire warning systems.
- (d) Provide adequate fire safety training to employees, plus specialist training to those with special responsibilities.

The arrangements, including details of who is appointed to carry out a defined role will be detailed in the Construction Phase Plan for Sites and in the Fire Plan for the office.

17.0 FIRST AID

17.1 Policy

The Company is committed to providing sufficient arrangements for first aid to deal with incidents and injuries at work, including trained personnel and first aid kits.

Should employees have concerns about the provision of first aid within the organisation, they must inform a manager to enable The Company to investigate and rectify the situation if necessary.

17.2 Arrangements for securing the health and safety of workers

17.2.1 First aid personnel

First aiders are qualified personnel who have received training. First aid personnel will be provided with retraining at regular intervals to ensure that their skills are maintained.

The Company will ensure that there are sufficient first aid personnel within the workplace. Notices will be displayed in all workplaces / sites giving the location of first aid equipment and the name(s) and location(s) of the personnel concerned.

17.2.2 First aid boxes

First aid boxes are provided at company premises and in site welfare facilities to ensure that there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies that are required under law. No creams, lotions, or drugs will be kept in these boxes.

The location of first aid boxes and the name of the person responsible for their upkeep will be indicated on notice boards throughout the workplace. First aid boxes are maintained and restocked when necessary.

17.2.3 Portable first aid kits

Portable first aid kits are available for those members of staff who are required to work away from offices or established sites, when access to facilities may be restricted.

17.2.4 Recording incidents

See Section 22 Incident and Near Miss Reporting

HEALTH & SAFETY POLICY

18.0 FLAMMABLE LIQUIDS

18.1 Policy

All reasonable steps will be taken by the Company to ensure the health and safety of employees who work with flammable liquids.

18.2 Arrangements for ensuring the health and safety of workers

The Project Manager will, in consultation with employees and their sub-contractors:

- (a) Carry out risk assessments of work activities or ensure they are carried out by others (taking into account the requirements of the Dangerous Substances and Explosive Atmosphere Regulations)
- (b) So far as is reasonably practicable, take measures to reduce the risks found as a result of assessments
- (c) Ensure that all storage and transport vessels are appropriate and adequate and where possible stored externally
- (d) Provide suitable and well-maintained emergency fire-fighting equipment
- (e) Advise all employees, including new employees, who work or will work with flammable liquids of the risks to health and safety and the results of assessments.
- (f) Where the risk assessment indicates an explosive atmosphere could be formed, apply suitable signage and necessary additional checks.

18.3 Procedures for dealing with health and safety issues

Where an employee raises a problem related to health and safety in the use of flammable liquids, the Company will:

- (a) Take all necessary steps to investigate the circumstances
- (b) Take corrective measures where appropriate
- (c) Advise the employee of actions taken.

Where a problem arises in the use, handling or storage of flammable liquids, the employee will adopt the following procedure:

- Inform a Manager immediately.
- In the case of an accident or emergency, respond quickly and efficiently to ensure the appropriate action is taken.

18.4 Information, Instruction and Training

The Company will give sufficient information, instruction, and training to ensure the health and safety of workers who use flammable liquids. This provision also applies to persons not in direct employment such as visitors, temporary staff, and contractors.

Training in the use, handling, and storage of flammable liquids will cover the requirements of The Dangerous Substances and Explosive Atmospheres Regulations 2002. Training will also cover the provisions of this policy. Other information from the HSE:-

- HSG 140 Safe use and Handling of Flammable Liquids
- HSG 51 The Storage of Flammable Liquids in Containers

19.0 HOSTILE ENVIRONMENTS

The Company recognises the importance of safety, health, and welfare in the successful operation of its activities and believes in the active participation and cooperation of every employee engaged by the Company to achieve and maintain the highest practicable standard of accident prevention.

Activities will be conducted paying due regard to all statutory requirements and codes of practice, with appropriate safeguards against exposing employees and the general public to risks to their health and safety.

The Company intends to safeguard employees against hostile environment risks presented by extremes of temperature, dust, noise, inclement weather, and harsh sunlight. These aims will be achieved within the framework of The Company's organisation and arrangements for the promotion of safety, health, and welfare.

Should employees have any concerns related to health and safety in hostile environments they must inform a Manager, so that The Company can take any measures necessary to remedy the situation.

19.1 Arrangements to secure the health and safety of workers

The Managing Director will, in consultation with employees and associates:

- (a) Carry out an assessment of risks to workers exposed to hostile environments and implement measures to control these, such as:
 - (i) Lock-out devices
 - (ii) Permit to work systems
 - (iii) Permitting access to controlled areas to authorised personnel only
 - (iv) Personal protective equipment (PPE).
- (b) Where employees cannot be protected from hostile environment risks (e.g. inclement weather) through engineering controls or by the use of PPE, employees shall stop work pending a return to safe conditions or until such a time as a safe system of work is formulated.
- (c) Make arrangements for the safe handling, storage, transportation, and use of all articles and substances.
- (d) Where necessary, provide information, instruction, and training to personnel before they start a task, which will be reinforced periodically as required.

20.0 HOURS OF WORK

The Company acknowledges that excessive working hours can lead to ill health and increased risk of accidents and will therefore do all that is reasonably practicable to ensure that tasks and operations can be carried out without unreasonable demands being made on the time of the employee.

Arrangements for securing the health and safety of workers

This will require Managing Director or his representatives to assess the level of risk and to plan work and provide sufficient resources. Where there are statutory requirements for limits on working hours, the HR department will ensure that records are kept and regularly inspected.

Similarly, it is the duty of all employees involved in these activities not to exceed the permitted hours of work.

20.1 Procedures for dealing with health and safety issues

Should employees feel that their health or welfare is put at risk by the hours they are expected to work, they must report their concerns to their immediate Manager.

The Company will liaise with employees to ensure that adequate discussion takes place.

21.0 HOUSEKEEPING

21.1 Policy

Poor standards of housekeeping are a common cause of injury and damage at work and can create unnecessary fire hazards. Low standards often result from poor working practices and/or organisational deficiencies within the workplace or construction site.

The Company recognises the need to ensure that adequate standards of housekeeping are achieved. This procedure is designed to ensure that The Company attains the highest possible standards and is in accordance with its commitment to provide a safe place of work. This will apply to both company premises and work sites.

Examples of poor working practice include:

- Untidiness.
- Lack of thought and consideration by the individual.
- Ignoring rules and procedures.
- Infrequency or inefficiency of cleaning arrangements.

Poor housekeeping resulting from organisational arrangements includes:

- Badly designed systems of work.
- Insufficient space for work activity.
- Inadequate storage facilities.
- Lack of training or information.
- Poor supervision.

21.2 Arrangements for Housekeeping

21.2.1 Responsibilities – Managers & Supervisors

Managers must ensure that their areas of responsibility maintain satisfactory standards of housekeeping at all times. The following duties apply.

1. Ensure that articles are not left in walkways or on the floor.
2. Ensure that there are no trailing cables.
3. Ensure that materials and waste are stored in designated areas on site.
4. Regularly check the working area to ensure that satisfactory standards of housekeeping are maintained.
5. Arrange for waste to be removed.

21.2.2 Responsibilities – Employees

Employees are responsible for the following.

1. Ensuring that they do not allow waste materials to accumulate in their working area, and keeping their workstations tidy.
2. Acting in accordance with Information, Instruction and Training relating to housekeeping in the workplace.
3. Reporting problems relating to storage or removal of waste and materials to a manager.

21.2.3 Inspections of the workplace

Workplace inspections will be carried out on a regular basis by designated personnel to identify areas where standards require improvement. These areas will be highlighted for remedial action.

21.2.4 Storage facilities

Storage areas will have been defined within the workplace and site as part of the Construction Phase Plan. Requirements will be reviewed periodically and whenever refurbishment or relocation takes place. Articles and substances will be stored in defined areas at all times.

21.2.5 Waste collection and removal

Bins will be provided on sites that are suitable for quantities of waste that will be generated and for transport to loading areas.

Floors will be cleaned regularly and waste bins will be emptied regularly. Rubbish will be kept in suitable containers and must not be allowed to overflow. Combustible waste must be kept away from ignition sources. Large items of rubbish that pose a particular hazard will be removed without delay. Segregation of waste will be in line with recycling policies and the segregation of hazardous waste must be disposed of via a licensed waste contractor. The Company recognise that there is a duty of care. Site waste management plans will be put in place in line with the clients' systems and procedures.

21.3 Information, Instruction and Training

Suitable Information, Instruction and Training will be provided to all employees in housekeeping arrangements within the workplace and in standards that must be achieved.

22.0 INCIDENT AND NEAR-MISS REPORTING

Refer to HS-PO-003 Accident Policy

This procedure outlines the procedures, which are to be adopted when any employee, visitor, or contractor experiences an incident, near miss, or dangerous occurrence on Company premises or site during their employment. This will also apply to visitors, members of the public and sub- contractors.

For this procedure, brief definitions and examples of an incident and a near miss are given below:

Incident

An unplanned event that causes injury to persons, damage to property, or a combination of both. Examples include a fall resulting in a fracture, incorrect operation of machinery leading to a breakdown.

Near Miss

An unplanned event, which does not cause injury or damage, but could do so. Examples include: articles falling near to people, short-circuits on electrical equipment.

This procedure covers reporting and recording procedures for managers, employees, sub-contractors, and non-employees. Suitable Information, Instruction and Training will be given to all personnel regarding incident reporting and the location and completion of the incident register.

Dangerous occurrence

Are defined in RIDDOR under Schedule 2. Only these types of occurrences mentioned in schedule 2 are recorded as dangerous occurrences. If an incident is non-reportable and it is deemed to be a dangerous occurrence under schedule 2 of RIDDOR then it must be reported to the HSE.

23.0 INDUCTION OF NEW EMPLOYEES AND SUB-CONTRACTORS

To secure the health and safety of all employees, the Project Manager or Site Manager will provide induction health and safety training to new staff on site. HR will provide an induction to new Collins employees.

Induction training will commence on the first day of employment so that employees are familiar with basic procedures once they are at their place of work.

No employee or sub-contractor will be allowed to start work on a work site until this training has been completed. They must also hold a current CSCS card.

The health and safety component of induction training will contain the following:

- a) Company health and safety policy – the contents of the Company policy statement will be covered in detail, including the responsibilities set out in the policy, and will enable the employee to become acquainted with the organisational arrangements.
- b) Incident reporting procedures/first-aid – this will cover the action to take when an incident has occurred, the person to be informed and where to go for first aid treatment (this section will also cover The Company's procedure as to the investigation of incidents: the reporting procedure will be explained so that the employee is aware as to what will happen when an incident occurs).
- c) Fire procedures and precautions – this section covers action to be taken when the fire alarm sounds and will include:
 - i. The location of the fire exit
 - ii. The assembly point
 - iii. The responsible person the employee will report to
 - iv. Further instructions on the action to be taken in the event of discovering a fire
 - v. What to do with machinery or processes left prior to evacuating an area.
- d) Introduction to safety legislation – our employees will be introduced in overview to the legislation that applies to The Company and the workplace.
- e) Occupational health – information on the services provided by the occupational health external services when applicable, will be provided so that employees are aware of the medical services The Company provides and any health surveillance required for their work activity.
- f) Site safety rules.
- g) Safety procedures – items for discussion in this section will include:
 - i. Personal protective equipment
 - ii. Use of ladders
 - iii. Safe manual handling of loads
 - iv. Site Safety
 - v. Working at height
 - vi. Confined spaces

Written information will be provided on the subjects covered in the induction.

After a suitable period, the training will be followed up to assess the effectiveness of the course and to correct any deficiencies or misunderstandings. The induction (including reviews) shall be used as a basis for identifying additional safety training in the future.

24.0 LIFTING OPERATIONS

24.1 Policy

All lifting operations are to be carried out following the Lifting Operations and Lifting Equipment Regulations 1998. Only competent persons (the Appointed Person) are authorised to complete a lifting plan. Cranes and other lifting equipment must not be operated without a lifting plan.

All crane lifts will be completed using a “contract lift” with a lifting plan written by an Appointed Person. Competent personnel will be supplied for the lift. Only hire companies authorised by a Director shall be used.

Before a lift takes place, either the client will supply confirmation in writing of the suitability of the ground for a crane lift, or a suitable ground survey by a competent person will be completed.

24.2 Information, instruction, training

All employees who may need to use lifting equipment must be authorised and trained to a recognised standard and be up to date with precautions and safe working procedures.

Use of lifting beams and similar onsite will have a competent operator. All preparation of loads will be completed by a competent Slinger.

Hoists used for lifting people / goods will be operated only by a competent operator unless they are designed and certificated for user operations.

All lifting equipment and accessories must be subject to a thorough examination at statutory intervals. Records will be held onsite in the site office.

25.0 MACHINERY, PLANT AND WORK EQUIPMENT SAFETY

25.1 Policy

The Company will only use work equipment, which includes any machinery, plant, appliance, apparatus, tool and any assembly of components, that is fit for purpose. The use of the equipment includes the starting, the stopping, programming and setting, transporting, repairing and modifying, maintaining and servicing and cleaning.

Only a qualified or trained person may install, repair, alter, maintain or adjust the work equipment or installations.

Measures required to control any risks will be taken as far as reasonably practicable. Where the need has been recognised for employees to use work equipment, employees will be given Information, Instruction and Training in safe methods and use.

25.2 Arrangements for securing the health and safety of workers

25.2.1 Assessment of risk

The Project Team will ensure that adequate assessments of the hazards and risks involved in the use of work equipment are made including the specific work equipment, additional hazards caused by its use, requirements for guards and any specific training required.

Having assessed the risk, this must be eliminated wherever possible or otherwise controlled.

Employees will report to their Manager or supervisor any defect in work equipment, any hazard and other matters that could harm their health & safety, or that of others.

HEALTH & SAFETY POLICY

25.2.2 *Testing and maintenance*

Work equipment used by the Company must always be maintained to standard, satisfactory levels and comply with all applicable regulations.

25.3 **Information, instruction, training**

All employees who may need to use work equipment must receive information about the hazard and instructions about the precautions and safe working procedures.

The Company will give the information, instruction, and training necessary to ensure the health and safety of all operators and any others affected by the machinery. Managers responsible for supervising the operation of the machinery will be appropriately trained.

All persons operating plant onsite will hold a suitable competence card (CPCS or NPORS) or equivalent proof of operator competence.

Unauthorised modification of any work equipment (e.g. removal of guarding) will result in removal from site or other disciplinary action being taken.

26.0 **MANUAL HANDLING**

Manual handling is one of the most common causes of absence through injury at the workplace. More than one-third of lost time accidents are caused in this way. These injuries may often have long-term effects. This policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that must be taken to ensure safe lifting and carrying at the workplace.

26.1 **Arrangements for securing the health and safety of workers**

26.1.1 *Elimination of hazardous manual handling activities*

The Company will ensure that operations that involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include the ergonomic design of the workplace and activity and the provision of automated or mechanical aids such as trolleys.

26.1.2 *Assessment of risk*

An assessment of manual handling activities will be carried out by competent persons. Risks that are identified will be reduced to the lowest level reasonably practicable. The following factors will be considered during the assessment.

The task – what does the task involve? Could an alternative to manual handling be used?

The individual – Consider the individual – their strength, physical health, etc.

The load – What is being lifted – is it heavy, fragile, difficult to lift, etc.

The working environment – Consider lighting, floor conditions etc.

Other factors – Use of personal protective equipment may be necessary whilst carrying out manual handling activities. If the use of PPE restricts safe and easy movement, this must be reported.

Information, Instruction and Training

Suitable Information, Instruction and Training will be provided to persons who are required to carry out manual handling activities. Training needs will be identified and reviewed by their line manager. Refresher training will also be given at reasonable intervals.

Employees will be informed of approximate weights of loads that are handled and objects that have eccentric weight distribution.

27.0 METHOD STATEMENTS

Method statements are used as a means of demonstrating that the hazards and risks associated with a particular task or series of tasks have been properly considered and evaluated, with the appropriate risk control strategies having been implemented. A method statement can only be completed once the potential hazards have been identified and assessed; this, therefore, requires the completion of a properly considered risk assessment for the activity, which identifies not only the hazards but also the required controls to manage any residual risks.

When completing the method statement, reference should be made to risk assessments and the various safety procedures within this document. Method statements should address all of the issues whilst avoiding irrelevant material which does not apply to the specific situation.

27.1 Overview of format

The main tasks are indicated with a description of the methodology proposed to accomplish them safely. The Method Statement will depend on the complexity and size of the job and is intended to show how the work will be executed safely. The Method Statement should give details of the following using the dedicated RAMS Template:

- Project name
- Contract Supervisor
- Nature and Location of Task
- Duration of works
- Sequence of Tasks
- Description of hazards/risks and controls (or reference to specific risk assessments and Safe Systems of Work)
- Resource Requirements (Personnel, Site Supervision, P.P.E, Equipment / Plant / Tools, Materials)
- Access for workforce/Materials to the Site (include routes and arrangements for off loading & site storage)
- Isolations, Terminations and Special Measures (e.g. Permits) to be taken
- Access/Egress for the Workforce & Materials to and from the Workplace
- Housekeeping and Waste Removal
- Welfare Facilities
- First Aid Provision
- Fire Precautions and Emergency Procedures

28.0 NOISE CONTROL

28.1 Policy

The Company will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

The Company also recognises that noise levels below those that cause hearing damage, in offices, can still cause problems such as disturbance, interference with communication and stress and will take all reasonable steps to reduce noise levels as far as possible.

The Company will also take all reasonable steps to minimise the disturbance caused by noise from company premises and on their work sites affecting people in the neighbourhood.

28.2 Arrangements for securing the health and safety of workers

28.2.1 Risk assessment

The Project Manager or subcontractor shall identify and assess any areas or processes whereby the potential exists for exposing employees above the action levels specified in the Noise at Work Regulations. The action levels are:-

- Lower exposure action values are a daily or weekly personal noise exposure of 80 dB (A-weighted); and a peak sound pressure of 135 dB (C-weighted).
- The upper exposure action values are a daily or weekly personal noise exposure of 85 dB (A-weighted); and a peak sound pressure of 137 dB (C-weighted).
- The exposure limit values are a daily or weekly personal noise exposure of 87 dB (A-weighted); and a peak sound pressure of 140 dB (C-weighted). **(These must not be exceeded)**

The risk assessment shall be reviewed regularly.

28.2.2 Risk control

The Project Team shall ensure that risk from the exposure of employees to noise is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable.

The Project Team shall ensure that employees are not exposed to noise above an exposure limit value. If an exposure limit value is exceeded Company shall:

- reduce exposure to noise to below the exposure limit value;
- identify the reason for that exposure limit value being exceeded; and
- modify the organisational and technical measures taken following the regulations and to prevent them from being exceeded again.

If any employee is likely to be exposed to noise at or above an upper exposure action value, the Company shall reduce exposure to as low a level as is reasonably practicable by establishing and implementing a programme of organisational and technical measures, excluding the provision of personal hearing protectors, which is appropriate to the activity. The actions taken to achieve control shall take into account:

- other working methods which reduce exposure to noise;
- choice of appropriate work equipment emitting the least possible noise, taking account of the work to be done;
- the design and layout of workplaces and rest facilities;
- suitable and sufficient Information, Instruction and Training for employees, such that work equipment may be used correctly, in order to minimise their exposure to noise;
- reduction of noise by technical means;
- appropriate maintenance programmes for work equipment, the workplace and workplace systems;
- limitation of the duration and intensity of noise exposure; and appropriate work schedules with adequate rest periods.

28.2.3 Use and maintenance of noise control equipment and procedures

The Site Manager will maintain all equipment and monitor all procedures introduced to reduce noise exposure of employees, such as enclosures, silencers, machine covers, etc. All personnel will be required to use these procedures and equipment correctly and promptly report any defects or deficiencies through the appropriate channels.

28.2.4 Hearing Protection

Appropriate hearing protection shall be made available upon request to all employees working in areas assessed as having noise levels over the lower exposure action value [80 dB(A)]. If in any area of the workplace is likely to be exposed to noise at or above an upper exposure action value [85 dB (A)] The Site Manager shall ensure that:-

HEALTH & SAFETY POLICY

- the area is designated a Hearing Protection Zone.
- the area is demarcated and identified using appropriate signs indicating that ear protection must be worn, and
- access to the area is restricted where this is practicable and the risk from exposure justifies it.

No employee shall enter a Hearing Protection Zone unless wearing appropriate personal hearing protectors.

Any personal hearing protectors made available or provided shall be selected to eliminate the risk to hearing or to reduce the risk to as low a level as is reasonably practicable. Hearing protection shall be selected after consultation with employees. All protective equipment issued shall be issued and maintained in line with The Company's policy on personal protective equipment and the Control of Noise at Work Regulations.

28.2.5 Health Surveillance

Appropriate health surveillance, including the provision of hearing tests, shall be provided where indicated by the risk assessment (those regularly exposed above the upper exposure action values). Where, as a result of health surveillance, an employee is found to have identifiable hearing damage the employee shall be examined by a doctor or a specialist and action shall be taken.

28.3 Information, instruction, training

The Company will provide adequate training of employees. All employees who are subject to high levels of noise will be provided with information, instruction and training about the harmful effects of noise and what they must do to protect them and meet the requirements of the law and company policy.

28.4 Procedures for dealing with health and safety issues

Whenever an employee raises a matter related to noise in the workplace as a health and safety issue, The Company will:

- Take all necessary steps to investigate the circumstances.
- Take corrective measures where appropriate.
- Advise the employee of actions taken.

Where a problem arises as a result of noise in the workplace, the employee must inform an appropriate manager immediately.

29.0 OUTDOOR AND PERIPATETIC WORKERS

Where employees are required to work outdoors, The Company will ensure that, so far as is reasonably practicable, all steps are taken to ensure their safety and health.

It will be the duty of the employee to carry out the activities in the way that the risk assessment has shown to be best, to control the risk, and to comply with any safe systems of work and standard operating procedures. Where there is any doubt about the employee's ability to work to these agreed methods, owing to the nature of the particular location of the activity, work must not commence until the situation has been reported to and reviewed by the appropriate manager, and a specific system of work has been prepared.

29.1 Arrangements for securing the health and safety of workers

29.1.1 Planning

Before starting any outdoor activity, the site will be visited and inspected to complete a risk assessment.

Where the site is under the control of another party, that party's relevant risk assessments will be reviewed and an agreed method statement will be prepared.

29.1.2 Training

Any employee required to work outdoors or at the premises of a third party will not only be instructed in the appropriate safe systems of work and risk assessments associated with the activity but will also be informed of any specific requirements for procedures and precautions relevant to the conditions in which the work will be carried out, e.g. hazards in a third party's workplace, climatic conditions, site accessibility, etc.

29.1.3 Control

On arrival at any site under the control of a third party, the employee must report to a responsible person for a briefing. Should there be no person in a position to provide such a briefing the employee must contact his or her line manager for further instructions. Work must not commence until an appropriate briefing has taken place.

29.1.4 Personal protective equipment (PPE)

Where the need for PPE has been identified by the risk assessment for the activities being carried out or can be reasonably foreseen before arrival at the site, this will be provided. Where there is a requirement for specialised equipment related to a third party's activities, this must be identified at the planning stage and be supplied by the party in control of the site.

29.1.7 Incidents

Any incidents to employees working away from their base must be reported directly to their manager. In addition, incidents occurring on a third party's site must be reported following the local arrangements applying at that site and to The Company's responsible person.

29.1.9 Children

Under no circumstances are employees working outdoors or at other locations to be accompanied by any children or other unauthorised persons.

29.1.10 Reporting procedures

Where an employee experiences problems with outdoor and peripatetic work, he or she must inform a line manager immediately.

30.0 PERMITS TO WORK

The Company will require permits to work for the following work activities:

- Access (Roof)
- Electrical work
- Lone working
- Hot work
- Excavations
- Working at Height (using ladders or steps)
- Confined spaces
- Temporary Works
- Isolation of services

When required, the Company will introduce permits to work as necessary and review their use as appropriate.

The permit to work system applies to all work carried out on-site and employees, contractors and all visitors are expected to comply with the requirements of any permits that are in force.

Employees working on site are expected to abide by all permits to work being operated on that site. Where no such permits are in use employees must operate permit procedures as they exist under this procedure.

HEALTH & SAFETY POLICY



Should employees experience any problems with the operation of permit to work systems, they must immediately inform a manager so that the compliance team can investigate and rectify the situation.

30.1 Arrangements to secure the health and safety of workers

The Project Manager will, in consultation with all employees and their sub-contractors:

- a) Plan the work to be carried out and consider potential risk areas.
- b) Determine the need for permit systems to ascertain whether present permit systems apply or whether a new permit needs to be developed.
- c) Determine equipment needs and make available the equipment necessary for test work and permit implementation.
- d) Audit permits use on site.
- e) Review permit operation periodically, and implement follow-up action if "failure" incidents occur.

30.2 Information, Instruction and Training

The Company will provide the necessary information and appropriate training to ensure that appropriate employees, contractors and visitors are fully aware of the permits in use and are competent to undertake the tasks and tests prescribed in the permits.

31.0 PERSONAL PROTECTIVE EQUIPMENT

The Company will provide personal protective equipment (PPE) when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by the Company to secure the health and safety of employees who work with PPE.

The implementation of this policy requires the cooperation of all members of management and staff.

Minimum requirements for PPE are set by the Compliance Team for work on sites which is communicated by signage and inductions.

31.1 Arrangement for securing the health and safety of workers

The Project Manager will, in consultation with employees and sub-contractors:

- a) Assess proposed PPE to determine whether it is suitable.
- b) Take any necessary measures to remedy any risks found as a result of the assessment.
- c) Ensure that where two (or more) items of PPE are used simultaneously, these are compatible and are as effective used together as they are separately.
- d) arrange for adequate accommodation for correct storage of the PPE.
- e) Implement steps for the maintenance, cleaning and repair of PPE.
- f) Train staff in the safe use of PPE for all risks within the organisation.
- g) Replace PPE, which has been provided to meet a statutory obligation, as necessary and at no cost to the employee.
- h) Inform every employee of the risks, which exist.
- i) Re-assess as necessary if substances used or work processes change.

31.2 Procedures for dealing with health and safety issues

Where an employee raises a matter related to health and safety in the use of PPE, The Company will:

- a) Take all necessary steps to investigate the circumstances.
- b) Take corrective measures where appropriate.
- c) Advise the employee of action taken.
- d) Where a problem arises in the use of PPE the employee must:

- e) Inform an appropriate manager immediately.
- f) In the case of an adverse health condition advise his or her general practitioner.

31.3 Information, Instruction and Training

The Company will give sufficient information, instruction, and training to ensure the health and safety of workers using PPE, which includes temporary staff, persons gaining work experience with The Company and contractors, as well as those in direct employment. Managers who are responsible for users of PPE will also receive appropriate training.

32.0 PERSONAL SAFETY

The Company is committed to taking all reasonable precautions necessary to secure the health and safety of those carrying out work activities. This commitment extends to the protection of those employees who work away from company premises.

32.1 Arrangements for securing the health and safety of workers

Safe working procedures have been devised for all work activities that pose a significant risk to health and safety. These must be complied with at all times. Failure to work under agreed procedures reduces the safety of people at work and is a contravention of company safety policy.

32.1.1 Working alone

The Company will ensure that the need for employees to work alone will be avoided wherever reasonably practicable. Where employees do work alone, personal safety must be a priority at all times. This includes ensuring that there is regular communication with a responsible person before, during, and upon completion of the work. (See Working Alone Procedures).

32.1.2 Use of personal audio equipment

Personal audio devices must not be used on sites.

32.1.3 Management responsibility

Line managers are responsible for the adequate supervision of employees to ensure that they do not endanger themselves or others by work activities, practical jokes, or horseplay. This requires the prevention of unapproved systems or practices, unauthorised work activities, and all other unsafe acts.

Personal audio systems and other audio and visual systems can only be used in offices where these do not pose a risk to the health and safety of individuals.

Additional consideration is required by managers of employees whose duties take them away from the normal workplace, or where employees are required to work alone. Any special arrangements will depend upon the nature of the risk but may include the provision of personal alarms, communication equipment, or other safety devices.

Line managers must ensure that employees have received sufficient Information, Instruction and Training regarding their personal safety to enable them to work without risk, so far as is reasonably practicable.

32.1.4 Employee responsibility

Employees must ensure that they do not compromise their health and safety whilst at work. If there is a perceived shortcoming in the arrangements for the work activity, which could affect the personal safety of any individual, this must be reported to a line manager. Employees must work following safe working procedures at all times and comply with company policy on all matters.

HEALTH & SAFETY POLICY

Where work is undertaken away from The Company's premises, thought, and attention must be given to any hazards that are present in and around the working area. Employees must also familiarise themselves with safe working procedures, including emergency arrangements, applicable to all premises, which they enter. They must report any situations preventing risk to personal safety to a responsible person immediately so that measures can be taken to rectify the situation.

33.0 RISK ASSESSMENTS

33.1 Policy

The Company will take all reasonable steps to ensure that risk assessments are carried out which will detail the range of hazards associated with working operations together with any necessary remedial actions required to meet our statutory obligations and reduce the risk to as low as reasonably practicable.

33.2 Arrangements for risk assessment

The Project Team will arrange for risk assessments to be completed before work starts using the RAMS Template.

All staff shall be provided with relevant copies of risk assessments and shall sign them to record that they have received them. Contractors must use the RAMS template to submit their own risk assessments before attending site.

The Company will provide for those with responsibilities for risk assessment and control the resources, time and advice they require to fulfil their functions effectively.

In the office, the Compliance Team is responsible for ensuring that a suitable risk assessment is completed.

33.2.1 Hazard Identification

1. Hazards may be identified by the following methods
 - a. Initial and routine inspections of the workplace
 - b. Knowledge of the task or process
 - c. Manufacturer guidance / instructions
 - d. HSE Guidance
 - e. Employees may raise the hazard concern at a meeting
 - f. PCI issued by the client identifies hazards
 - g. An accident/incident or critical event identifies a new hazard
 - h. New equipment/tasks will be subject to a hazard review before use

33.2.2 Control Measures

Control measures will be proposed in the following order:

1. Elimination
2. Substitution
3. Engineering controls
4. Administrative controls
5. Personal protective equipment

33.3 Information, Instruction and Training

33.3.1 Employees

Members of the team will, where necessary, be given training on how to complete and review risk assessments.

33.5.2 *Liaison with Non-employees*

Relevant findings from risk assessments will be briefed to non-employees. Subcontractors are responsible for completing their own risk assessments and briefing to their employees.

34.0 **SUBCONTRACT, TEMPORARY AND CASUAL STAFF**

34.1 **Policy**

The Company recognises it has a responsibility for ensuring that only competent contractors conduct work on behalf of The Company. All Sub-Contractors will complete a pre-qualification questionnaire to the satisfaction of the Managing Director and Construction Director.

It is the responsibility of the Directors to ensure that there are procedures in place to ensure all contractors can meet Company standards on Health & Safety as well as legislative requirements. The Company will also take the necessary measure to ensure the health and safety of any temporary and casual staff in its employment.

The Company shall satisfy itself that all contractors are competent to do the job required safely and without risks to Health & Safety. The degree of competency required will depend on the level of risk associated with the work required.

Any problems connected with sub-contract, temporary or casual staff must be reported to a line manager so that remedial action can be taken.

34.2 **Arrangements for ensuring the health and safety of workers**

34.2.1 *Management of Suppliers and Sub-contractors*

The Company shall maintain an approved list of suppliers and sub-contractors. Only the Directors have the authority to enter onto the approved list or to allow a contractor or supplier to provide goods or services if they have not been fully approved.

The Project Manager and Project Director shall satisfy themselves that all contractors are competent to do the job required safely and without risks to health & safety. To assess a contractors' competency, it is necessary to review their experience with the work involved, their health & safety management systems and performance records etc.

The Company shall ensure that appropriate liaison arrangements between all parties are in place to ensure that they co-operate and co-ordinate activities to ensure the health & safety at all workplaces.

The Project Manager shall ensure that adequate arrangements are in place to effectively manage and supervise the work of contractors. The level of management required will vary depending on the level of risk to health & safety posed by the work.

The Project Manager shall ensure that all contractors submit risk assessments, method statements and safe systems of works for any work undertaken for or on behalf of The Company. The risk assessment/method statement will be reviewed by Project Manager before such work is undertaken.

34.2.2 *Sub-contract and temporary staff*

The information required to be provided to any person whom The Company has employed under a fixed-term contract must include the following:

- a) The qualifications and skills required to do the work safely
- b) The health surveillance to be provided to the sub-contractor temporary workers under statutory provisions
- c) The risks to health and safety identified by workplace assessments

- d) Any preventative measures to be taken
- e) Safe working procedures
- f) The identity of the competent person taking charge during an emergency
- g) Any risks notified to The Company arising from a shared workplace.
- h) Provision will be made for sub-contractors and temporary staff where English is not their first language.
- i) All information will be located within the Construction Phase Plans/ Method Statements

The Company has to ensure that the sub-contractor or temporary worker is competent to do the job. Any sub-contracting company will be asked to provide evidence of an adequate H&S and Environmental management system being implemented along with appropriate levels of insurance. The Company will carry out a full site safety induction for all sub-contractor or temporary workers.

The requirements of the Management of Health and Safety at Work Regulations also apply to temporary employees who work for The Company through an employment agency. If The Company wishes to use an employment agency, the agency must be provided with information on the following:

- a) Qualifications or skills required to carry out the work safely
- b) The specific features of the job which relate to the employee's safety

The Company will ensure that employees from the agency are provided with information on the following:

- a) Risks to health and safety arising out of that work
- b) Measures taken to comply with statutory provisions
- c) The nominated person in their work area responsible for implementing evacuation procedures.

34.2.3 Casual employees

Under s.3 of the Health and Safety at Work Act (HSWA Act) The Company has a duty to conduct its business to ensure, so far as is reasonably practicable, that casual employees are not exposed to risks to their health and safety.

The Company will also provide instructions and information relating to any risks to a person's health and safety that arise out of The Company's undertaking.

34.3 Information, Instruction and Training

As with new staff, temporary or casual employees will be unaware of company procedures. There will be a need for them to undergo full H&S induction. They will be made aware of the existing emergency procedures and the action to be taken should an emergency arise.

35.0 USE OF LADDERS AND STEPLADDERS

All reasonable actions will be taken by The Company to ensure the safety of employees who work with ladders. Any work activity using ladders or stepladders will be risk assessed and permits issued before they can be used.

Control measures will be introduced to reduce the risks to a minimum and Information, Instruction and Training will be provided to employees.

The type of work that the Company carries out normally requires the use of ladders for access only and stepladders in areas where it is difficult to use other types of access equipment.

Full consideration is given to The Working at Height Regulations 2005.

35.1 Arrangements for securing the health and safety of workers

The Company will, in consultation with employees and their sub-contractors:

- a) Carry out a risk assessment of work activities involving the use of ladders or stepladders.
- b) Take all necessary measures to reduce any risks found because of the assessment.
- c) Ensure all ladders and stepladders are supplied are of good construction, sound material and are suitable for the tasks to be performed.
- d) Ensure all ladders and stepladders used are clearly identified and regularly inspected and maintained.
- e) Maintain a records system, which identifies each ladder and logs each inspection, repair and maintenance procedure undertaken.
- f) Provide appropriate Information, Instruction and Training to employees who use ladders, including additional Information, Instruction and Training where the ladder is used in a high-risk environment or in a way, which increases the risks, involved.
- g) Ensure ladders are stored in a way that does not lead to warping, defects, or reduction in strength.
- h) Implement a reporting system, so that any concerns, problems, risks, or defects encountered while using ladders can be reported to a line manager and the appropriate action is taken.

35.2 Information, Instruction and Training

The Company will with the help of their appointed safety advisor train and instruct all their employees in the use and maintenance of ladders and stepladders. The information used with this training is contained within HSE Leaflet ING402 and toolbox talk INDG403. The Company recognises the HSE initiative 'ladder exchange'

36.0 VIBRATION

36.1 Policy

The Company shall ensure that risk from the exposure of their employees to hand-arm vibration syndrome (HAVS) is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable.

It is the responsibility of the Project Manager and Site Manager to ensure risk assessments are carried out where hazards from vibrating tools are identified. The Site Management Team shall ensure that Company procedures are adhered to.

36.2 Arrangements for securing the health and safety of workers

36.2.1 Risk assessment

The Company, using a competent person, shall identify and assess any equipment or procedures whereby the potential exists for exposing employees above the exposure action value specified in the control of vibration at work regulations. The risk assessment shall be reviewed regularly, and forthwith if there is reason to suspect that the risk assessment is no longer valid; or there has been a significant change in the work to which the assessment relates.

36.2.2 Control of risk

Controls to minimise the risk of HAVS will need to be introduced where there is regular, prolonged use of tools or processes likely to be hazardous or where it is known that vibration exposure will exceed the exposure action value of 2.5m/s^2 . Immediate action shall be taken to reduce exposures where exposures exceed the daily exposure limit value of 5 m/s^2 a (8). Where a risk of developing HAVS has been identified a preventive programme should be implemented to include:

- Use of alternative working methods which eliminate the need to use vibrating equipment altogether or substitute the task or process with one that involves less vibration;
- Select tools that are suitable for the task at hand and use tools designed for low vibration, for example,

- tools with vibration-isolating handles;
- Maintain and service equipment effectively according to the manufacturer's instructions and implement effective fault reporting procedures;
- Avoid uninterrupted exposure to vibration over long periods;
- Provide personal protective equipment to help employees keep warm and maintain good blood circulation.

The Project Team shall:-

- Provide support to Supervisors to ensure the Company policy is implemented.
- Ensure that the level of vibration exposure for equipment/process is known (or otherwise quantified)
- Maintain a register of tool/use exposure to vibration (that is trigger times)
- When appropriate, arrange for health surveillance to be undertaken on those employees identified as being potentially at risk from HAVS; and investigate the causes of any confirmed cases of hand-arm vibration and take appropriate action to prevent a recurrence. Health surveillance will be implemented where the daily exposure exceeds the exposure action value of $2.5\text{m/s}^2 \text{ a (8)}$ (that is standardised over an 8 hour working day).

The Site Management Team will follow up assessments:-

- Ensuring employees use of vibrating equipment/processes do not exceed exposure times (trigger times)
- Report to the Compliance Team and investigate the causes of any confirmed cases of hand-arm vibration and take appropriate action to prevent a recurrence.

Employees must:

- Read, understand and adhere to any safe systems (including not exceeding trigger times) prepared;
- Bring to the attention of their managers, any deficiencies and/or problems with adhering to, or the implementation of, such safe systems of work;
- Bring to the attention of their managers any signs or symptoms of HAVS that they think they have developed; and
- When requested, attend health surveillance.

36.2.3 Purchasing/leasing/hiring & maintaining equipment

Before buying, leasing or hiring new equipment, the Company will consider if there are alternative ways of working without using vibrating equipment.

If this is not practicable, then the Company's low vibration purchasing policy which means it will aim to buy the lowest vibration equipment that is suitable for the job.

The Site Management Team shall ensure that all equipment they operate is properly maintained and, that employees are advised on the need to inspect all equipment including any specific checks needed to manage the risk of vibration before use and note, report and repair or replace any equipment which demonstrates excessive and abnormal vibration in regular use. Records of inspections should be recorded and retained in a safe place.

36.3 Information, instruction, training

The Company will ensure that its employees are given information, instruction and training on hand-arm vibration. All employees at risk of exposure to vibrating equipment will be given adequate instruction concerning the symptoms, risk and methods of controlling exposure (in particular the requirement to report any equipment/process that causes tingling or numbness after 5 - 10 minutes of tool use).

HEALTH & SAFETY POLICY

37.0 DISPLAY SCREEN EQUIPMENT

37.1 Policy

The Company uses the following definitions to decide which posts in The Company are classed as display screen users: -

- The individual has no discretion as to use or non-use of the display screen equipment.
- The individual normally uses display screen equipment for continuous spells of an hour or more at a time and the individual uses display screen equipment in this way more or less daily.

37.2 Arrangements for securing the health and safety of workers

37.2.1 Assessment of risk

The Company undertakes to carry out an assessment of every workstation (including home-workers) used by a 'DSE user', taking into account the display screen equipment, the furniture, the working environment and the employee.

Initially, this shall be done by employees completing a self-assessment questionnaire which shall be reviewed by the Compliance Team. Where any issues arise, a detailed work-station assessment shall be completed by a competent person trained in DSE risk assessment.

37.2.2 Control of risk

The Company will undertake to remedy any aspect of a workstation that does not meet the requirements of the Health & Safety (Display Screen Equipment) Regulations 1992.

Following on from training and assessments, it is the responsibility of all employees to bring to the Compliance Teams attention any problems arising out of their day-to-day use of display screen equipment. Where training and information is provided to employees, it is the employees' responsibility to make use of such training and information. Where an employee raises a matter relating to health & safety aspect of display screen usage, the Compliance Team will review the matter and where appropriate take suitable action to modify or correct. Where it is reasonably practicable to do so, to prevent intensive periods of on-screen activity The Company will change job tasks.

Employees who are recognised users of display screen equipment qualify for an eye test and if necessary, HR will provide suitable spectacles for the employee. In cases where adverse health or medical conditions arise as a result of display screen usage, an employee must seek professional medical advice and bring to the Director's attention such conditions. Where an employee raises a matter related to health and safety in the use of DSE, The Company will:

- Take all necessary steps to investigate the circumstances.
- Take corrective measures where appropriate.
- Advise the employee of actions taken.

Where a problem arises in the use of DSE, the employee must adopt the following procedures:

Inform a responsible person immediately. In the case of an adverse health condition, advise the Director and their general practitioner.

The Company will provide all employees who are users, with sufficient information, instruction and training as is necessary to ensure the health & safety of all employees. All managers who are responsible for users of display screen equipment will receive appropriate training and instruction so that they can assist employees to use such equipment safely and effectively.

38.0 WASTE DISPOSAL

The Company is committed to ensuring the health, safety, and welfare of its employees and of others who may be affected by the waste materials, which result from its work. The Company will arrange for the disposal of all waste products regularly, safely and following statutory requirements.

The waste disposal arrangements will be regularly reviewed. Recycling initiatives will be taken where reasonably practicable to help protect the environment and make better use of resources. This will be in line with the clients / Principal contractors site waste management plan or other waste disposal arrangements.

38.1 Arrangements for securing the health and safety of workers

38.1.1 *Waste disposal containers*

Suitable receptacles for the collection of waste are provided in strategic positions throughout the workplace. Waste products will only be placed into those receptacles that have been allocated for the purpose. Containers will be adequate to prevent the escape of waste. Waste containers are emptied regularly and are removed by an authorised person. If additional disposal facilities are required these may be obtained by request from a line manager.

Where it can be determined that certain waste is suitable for recycling, the appropriate containers will be supplied and marked.

38.1.2 *Disposal of hazardous waste*

Suitable arrangements will be made for the disposal of hazardous waste that is generated as a by-product of work activity. The correct pre-notification and documentation procedure will be followed for Hazardous waste. This includes the retention of records for three years.

Arrangements for the removal of hazardous waste, e.g. liquids, asbestos and other hazardous substances, will be made with an authorised and competent person. Liquid waste will not be poured into the sewers. Arrangements for the disposal of liquid waste can be made with an authorised waste contractor.

Employees will be supplied with any personal protective equipment necessary for the safe handling of waste materials.

38.1.3 *Site waste*

Non-hazardous waste will be disposed of using a skip or wait and load collection depending on available space and local authority permissions. Arrangements for waste collections will be set out in the Construction Phase Plan.

38.1.4 *Office Waste*

Office waste is stored in small bags ready for collection arranged by the Admin.

38.2 Information, Instruction and Training

Suitable and sufficient Information, Instruction and Training will be provided, as necessary, to ensure that this policy is fully understood and adhered to and that no person is put at risk by the inappropriate disposal of waste.

39.0 WELFARE

The Company's policy is, so far as is reasonably practical, to meet the health, safety and welfare needs of all members of its workforce, including people with disabilities.

Measures will be taken to ensure that the health of its workers is met in a suitable and satisfactory manner, to include workplace ventilation, temperature indoors, lighting, cleanliness and waste materials, room dimensions and space and workstations and seating.

HEALTH & SAFETY POLICY

Separate facilities supplied for men and women for sanitary conveniences and washing facilities will be suitable and sufficient and provided at readily accessible places. They will be kept clean, well ventilated and lit, with hot or warm and cold water, soap and a means of drying.

The Company will also provide an adequate supply of drinking water, changing facilities and facilities for rest and to eat meals. Suitable rest facilities will be provided for pregnant women if required.

Site Welfare

The Project Team is responsible for ensuring site welfare complies with the CDM Regulations.

Office Welfare

The Compliance Team is responsible for ensuring office welfare is considered on the office risk assessment.

40.0 WORKING ALONE

The Company will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Solitary working exposes employees and others to certain hazards. The Company's intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

40.1 Arrangements for securing the health and safety of workers

Assessments of the risks of working alone will confirm whether the work can actually be done safely by one unaccompanied person. This will include the identification of hazards from, for example, means of access/or egress, plant, machinery, goods, substances, environment and atmosphere, etc. Particular consideration will be given to:

- a) The remoteness or isolation of workplaces.
- b) Any problems of communication.
- c) The possibility of interference, such as violence or criminal activity from other persons.
- d) The nature of injury or damage to health and anticipated "worst case" scenario.

40.1.1 Defined Working Limits

The Company will establish clear procedures to set limits of what can and what cannot be done while working alone. The general precautionary principle of "If in doubt, ask a Manager" will be advocated. As a general principle, no high risk activity will be allowed to be conducted by lone workers.

40.2 Information, Instruction and Training

Employees and others will be given all necessary information, instruction, training, and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Employees will be required to follow the safe working procedures devised that will include the provision of first aid, communication procedures, and awareness of emergency procedures. All employees are required to co-operate with these efforts to ensure safe working and to report any concerns to management.

41.0 WORKING AT HEIGHT

All reasonable steps will be taken by The Company to provide a safe working environment for employees required to carry out their professional skills at height. Full consideration will be given to The Working at Height Regulations 2005 (as amended).

The Company will ensure the provision of the necessary preventative and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

The Project Manager and Site Manager shall ensure the Company policy is implemented. The policy is to:

- Assess the risk to determine a safe way to work.
- Follow the hierarchy specified in 'Control of Risk' below.
- Plan and organise the work taking account of emergency measures, possible weather and environmental conditions.
- Make sure that those Working at Height are competent to do so, understand the risks and the Risk Assessments.
- Use appropriate work equipment.
- Manage risks from working round or on fragile surfaces.
- Carry out inspections on equipment to be used and the work area itself (with records kept of inspections).
- Ensure suitable plans are in place for emergencies and rescue where required.

The employee and any other person involved in the work activity will co-operate in the implementation of this procedure.

41.1 Arrangements for securing the health and safety of workers

The Company recognises the overriding principle for Work at Height is to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury. It is the responsibility of the Projects Manager to ensure that risk assessments are carried out for all work at height. Site Managers and supervisors shall ensure that company procedures are adhered to.

(See also Section 35)

41.1.1 Risk assessment

The Company, using a competent person, shall identify and assess any work whereby the potential exists for a person falling a distance liable to cause personal injury. The risk assessment shall include consideration of all the factors set out in the Work at Height Regulations 2005. The risk assessment shall be reviewed regularly, or there has been a significant change in the work to which the assessment relates.

Control of risk

The prescribed hierarchy for safe work at height is as follows:

- AVOID the risk by not working at height. Where it is reasonably practicable to carry out the work safely other than at a height do so.
- PREVENT falls - where it is not reasonably practicable to avoid work at height, you should assess the risks and take measures to allow the work to be done whilst preventing so far as is reasonably practicable people or objects falling. This might include ensuring the work is carried out safely from an existing place of work or choosing the right work equipment to prevent falls.
- MITIGATE the consequences of a fall - where the risk of people or objects falling still remains you should take steps to minimise the distance and consequences of such falls. This also involves the selection and use of work equipment and preventing those not involved with the work entering the hazardous area.

Managers will follow up assessments to ensure that appropriate safe systems of work and access equipment are in place and shall ensure that all work equipment and personal protective equipment is inspected and maintained adequately and used properly. Employees must read, understand and adhere to all safe systems of work to avoid the potential for a fall from height.

The Company will, in consultation with employees and their representatives:

- a) Carry out an assessment of the risks involved in work at height and take steps to eliminate or control them.
- b) Ensure the provision of all the necessary equipment to allow safe access to and egress from the place of work.
- c) Ensure the provision of suitable plant to enable the materials used in the course of the work to be safely lifted to, and stored if necessary at, the workplace.
- d) When working in an open environment, assess the effect of weather conditions on the type of work being undertaken and, if necessary, halt work temporarily (once the work, plant and equipment have been left in a safe condition) until such time as it is safe to continue.
- e) When working at dusk, night or dawn, provide sufficient local lighting, so that work can be carried out safely and access and egress are easily visible.
- f) Arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so.
- g) Appoint a competent person to be responsible for the supervision of the erection, alerting and dismantling of scaffolding and for the inspection of equipment used in work at height.

41.2 Procedures for dealing with health and safety issues

The Company will prepare a method statement (a written safe system of work incorporating the results of any risk assessments made) for work at height, to be followed by all involved in such work. Where it is not possible to follow the method statement:

- a) No further work will be undertaken.
- b) A line manager will be informed.
- c) Alternative procedures will be outlined and workers will be advised of these following appropriate consultation.

41.3 Information, Instruction and Training

The Company will provide any information, instruction and training that an employee may require to carry out his or her skill in a safe manner when working at height. The Company will ensure that the manager responsible for ancillary plant and equipment used for the work is suitably and adequately trained and capable of providing the correct information on its use. Employees erecting scaffolds or operating mobile access equipment will be suitably trained and hold the correct current competence cards.

This policy will be reviewed at least annually, or sooner subject to legislative changes, to verify that it is fit for purpose and in effective operation.



Jason Warren
Managing Director
February 2025