

The Entryphone Co. Ltd

Health and Safety Policy

JANUARY 2019

Prepared in association with:
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Introduction to Your Safety Policy

The safety policy is designed as a living document and should always reflect how your business operates.

It comprises three parts:

1. Policy Statement

This summarises the business commitment to health and safety, details general responsibilities and gives information relating to arrangements for implementing the policy and ensuring that it is kept current.

The Policy Statement should be signed by the Managing Director and be displayed prominently, or made available at all sites and workplaces.

2. The Organisation – Roles and Responsibilities

This describes the structure of the business in terms of health and safety responsibilities. There should be a section relevant for everyone in the business. This section will summarise how external health and safety assistance will fit into the business structure.

All operatives need information from this section in so far as it relates to them.

3. The Arrangements Section

This details and provides guidance on the specific day to day arrangements and responsibilities for controlling or eliminating the types of hazards to health and safety that may arise as part of the business activity.

All operatives need information in this section in as far as it relates to them and this should be included in;

- Induction training
- Health and safety booklets
- Site rules
- Tool box talks
- Refresher training etc.

If you have any queries or problems, please contact Safety Services (UK) Ltd at;

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Section 1
Company Health and Safety Policy Statement

The Entryphone Co. Ltd Health and Safety Policy Statement

It is the Company's policy to demonstrate an ongoing and determined commitment to the improvement of Health and Safety throughout the organisation.

To achieve this we will:

- Carry out its operations in a way which provides Healthy and Safe working conditions for those involved in and affected by its activities;
- Promote Health and Safety at all levels of the business;
- Communicate this policy and key Health and Safety messages to all employees and contractors;
- Maintain management systems to ensure compliance with all applicable Health and Safety legislation and other requirements;
- Achieve continual improvement in Health and Safety standards by constant review, sharing good practice initiatives and setting and reviewing objectives;
- Provide adequate information, instruction, training and supervision to ensure that all employees are competent in carrying out their duties and responsibilities and are committed to implementing this policy, and to challenge the actions of others which appear unsafe.


As Nominated Director I will:

- Commit resources to implement this policy;
- Set targets to reduce incidents and injuries, and regularly review performance against targets;
- Provide an "Open Door" for any employee to raise Health and Safety concerns.

Progress against these aims will be monitored through regular management meetings to ensure they remain relevant and appropriate to the business.

Whilst primary responsibility for Health and Safety rests with myself, every employee has Health and Safety responsibilities and is required to comply with the Company's policies.

This policy will be reviewed at least annually to ensure it continues to deliver the highest possible standards.

Nominated Director:.....


Dated:..... January 2019

The Entryphone Co. Ltd Equal Opportunity Policy Statement

Discrimination can take many forms and can be on the grounds of age, race, sex, disability, part time status, fixed term status, notice of intention to take or taking adoption, maternity, paternity and/or parental leave, gender reassignment status, marital status, sexual orientation and religion or belief.

This non-contractual policy applies to all aspects of employment from advertising of posts, selection, engagement, employment, training and promotion of people, which shall be on the basis of objective factors being their aptitude, performance and ability. This policy applies to all The Entryphone Co. Ltd employees without regard to race, colour, nationality, ethnic origin, national origin, sex, disability, part time status, fixed term status, and personal orientations including marital status, religion or belief. In addition, we have also extended this policy to include discrimination on the ground of age by taking into consideration Age Discrimination Regulations.

The Entryphone Co. Ltd observes the Codes of Practice published by the Commission for Racial Equality, the Equal Opportunities Commission, the Disability Rights Commission. The Entryphone Co. Ltd recognises that all forms of prohibited discrimination are types of unlawful act. Thus they shall be brought to the notice of all employees as well as their prohibition by The Entryphone Co. Ltd employees by the issue of this policy in order to provide equality and fairness for all in our employment.

To this end, The Entryphone Co. Ltd has nominated a Director with responsibility to ensure that:

- The Entryphone Co. Ltd Codes of Practice are applicable to employees to assist in the fair treatment of all employees, and performance of their work duties in a non-discriminatory way.
- The Entryphone Co. Ltd creates a working environment that promotes dignity and respect to all at work, and in which diversity, individual differences and the contributions of all employees are recognised and valued.
- Those involved with the recruitment and selection process are given training on the application of the policy relative to their responsibilities.

This policy is operating effectively (and for no other purpose) The Entryphone Co. Ltd shall monitor and review the application of the policy at every stage including:

- Recruitment and selection process
- Promotion and transfer
- Training
- Terms and conditions of employment
- Work life balance and sexual harassment policies
- Grievance and disciplinary procedures
- Resignations, redundancies and dismissals.

Existing employment practices, procedures and policies are monitored, examined and revised where appropriate.

- The numbers of ethnic minorities employed and numbers of people with disabilities are monitored.
- Recruitment literature, advertisements and application forms state that The Entryphone Co. Ltd is an Equal Opportunities Employer.
- Serious breaches of this policy shall constitute gross misconduct and may result in summary dismissal.
- Employees who believe acts of inequitable treatment have been applied to them within the scope of the policy are able to pursue the matter through the company's grievance procedure.

The Entryphone Co. Ltd believes that equality in the workplace is good management practice and makes sound business sense, and as such it is reflected in all sections of the staff handbook. The Entryphone Co. Ltd long-term aim is that the composition of the workforce should reflect the community in which we operate.



Signed:.....

Managing Director

January 2019
Date:.....

The Entryphone Co. Ltd Environmental Policy Statement

The company's policy is to reduce the environmental impacts of our business and to operate in an environmentally responsible manner.

To achieve this we will:

- Comply with all applicable environmental legislation and local regulations;
- Review the environmental impact of all activities, and endeavour to minimise identified impacts and prevent pollution by using best practice;
- Respect the environmental policies of our clients and not affect the general public as a consequence of our operations;
- Promote in house training programme for staff to raise awareness of environmental issues in support of improving the company's environmental performance;
- Review and maintain an environmental management system to identify aspects and impacts arising from our operations and implement appropriate arrangements to manage identified risks;

As Director I will:

- Commit adequate resources to implement this policy;
- Set objectives, targets and monitor performance of our management systems and where necessary instruct corrective action;
- Provide an "open door" for any employee to raise environmental concerns.

Progress against these aims will be monitored through our regular management meetings to ensure they remain relevant and appropriate to our business.

Whilst primary responsibility for environmental aspects rests with myself, every employee has environmental responsibilities and is required to comply with the company's policies.

This policy will be reviewed at least annually to ensure it continues to meet legislative requirements and the needs of our clients.



Director

January 2019

Dated:

The Entryphone Co. Ltd Grievance Policy Statement

The aims of this policy are to ensure that:

- The Entryphone Co. Ltd is committed to building an organisation where everyone is treated fairly and there is a procedure to informally and formally raise a grievance

The policy will be a priority for the organisation.

Giles Ashbee, Director, will be responsible for the day to day operation of the policy.

The policy will be communicated to all workers and job applicants.

Workers and their representatives and trade unions will be consulted regularly about the policy, and about related action plans and strategies.

All workers will be trained on the policy, on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties.

Raising a Grievance at Work

Grievances are concerns, problems or complaints raised by a staff member. Any worker may at some time have problems or concerns with their work, working conditions or relationships with colleagues that they wish to raise with management.

Issues that may cause grievances include:

- Terms and conditions of employment
- Health and safety
- Work relations
- Bullying and harassment
- New working practices/organisational changes
- Discrimination.

The following principles will apply to the application of this procedure: -

Wherever possible grievances should be resolved informally without recourse to formal procedures. It is expected that individuals will enter into the procedure in good faith, with the aim of resolving a particular issue. The grievance procedure should not be used as a substitute for normal day to day discussions.

It is recognised that there may be occasions when it is not possible for a grievance to be resolved informally. In such cases the procedure below at Stage 1 should be followed. All parties should be absolutely clear whether any meeting is being held under the informal or formal stage of the procedure.

Any steps taken under this procedure should be taken promptly, unless there is a good reason for delay.

At any stage in the procedure, subject to the agreement of all parties concerned, there may be a suspension in proceedings to facilitate mediation fact-finding or other non-adversarial discussions with the aim of promoting resolution of the case.

At any stage in the procedure, the manager dealing with the grievance may, at his/her discretion, defer consideration of the grievance if other activities which are relevant to the grievance are pending or in progress. In such cases the parties will be advised of the reason for deferment

If, on investigation, the grievance is found to be vexatious or trivial the manager may dismiss it without further consideration. The employee will be advised accordingly.

The company may, with the agreement of the employee, vary this procedure as appropriate to a particular case. In the event that it becomes impracticable to continue with the procedure, it may be discontinued. In such the aggrieved parties will be informed of the outcome of their grievance in writing.

Right to be accompanied - All employees who are the subject of this procedure will have the right to be accompanied at any formal meetings held under this procedure by a trade union representative or work colleague.

Equality and Diversity - To ensure fair treatment and, where appropriate, provision of support in the application of this procedure, employees should be invited to provide information about any equality or diversity issues which may be relevant.

Confidentiality- All parties involved in these procedures must ensure that they maintain, as appropriate, the confidentiality of the process within and outside the company.

Timescales - Whilst every effort will be made to comply with timescales, due to the complexity and or specific circumstances of a case, timescales may be extended. In such circumstances the individuals concerned will be advised of the reasons for any delay.

Mediation

At any stage in this procedure, the parties to the grievance may request that the matter be referred for mediation. Mediation is likely to be most appropriate in cases involving interpersonal relationships. There may, however, be circumstances in which alternative non-adversarial discussions may be undertaken with the aim of promoting a speedy resolution.

Mediation is voluntary and will take place only if all parties agree. It is, however, hoped that employees will recognise the benefits of seeking to resolve issues via mediation and will be amenable to and cooperate with this approach.

Informal Procedure

Grievances can often be resolved quickly and informally through discussion with managers and there is an expectation that every effort will be made to resolve matters informally. Employees are therefore expected to raise any concerns or issues informally with their immediate manager/head of section (the manager).

Managers will discuss an employee's concerns in confidence with him/her, make discreet investigations, as appropriate, and attempt to address his/her concerns fairly and promptly.

It is the manager's responsibility to seek to resolve the grievance informally and to notify the individual of the outcome. This would normally take the form of a summary note of the discussion and its outcome.

It is expected that an employee will seek to resolve his/her grievance informally in the first instance and will only progress to a formal grievance if the issue cannot be resolved by informal means. Where this has been unsuccessful, or circumstances make this route inappropriate, the matter should be raised formally through the grievance procedure.

If the grievance is against the employee's manager it should be raised with that person's manager who will seek to resolve the matter informally as appropriate

Formal Procedure

Stage One - Formal Resolution

If it is not possible to resolve a grievance informally, the employee should raise the matter formally, and without unreasonable delay, by putting his/her grievance in writing.

The manager will write to the employee acknowledging receipt of the grievance, normally within five working days.

The manager will invite the employee to attend a formal grievance meeting in order to discuss the grievance. This meeting will normally take place within ten working days of the written acknowledgement.

As a result of the initial grievance meeting, the manager may determine that it is necessary to make further enquiries and/or may appoint an investigating officer to conduct an impartial and thorough investigation into the background facts or into any allegations made by the employee.

Investigation

If an investigation is deemed appropriate, the manager will appoint an investigating officer. Where the grievance relates to other employees, the individuals involved will be informed in writing of the nature of the complaint and will be given the opportunity to submit a response.

The results of the investigation will be provided to the manager in the form of an investigation report. This report will also be made available to the employee raising the grievance and any employee(s) named in the grievance. Following the investigation, the manager may deem it appropriate to hold a further grievance meeting with the employee raising the grievance. The purpose of this meeting is to seek clarification on any further issues that might have arisen and to allow the employee to comment on the findings of the investigation.

In some cases it might be appropriate to hold a grievance hearing with the aggrieved individual and the person(s) against whom the grievance lies.

Outcome

The manager will determine the outcome of the grievance. S/he may reject the grievance, or may uphold the complaint and indicate what steps have been/should be taken to resolve it.

The manager will inform the individual, in writing, of the decision and the right of appeal normally within ten working days of receiving the investigation report or of the final grievance meeting/hearing. The employee will be given an explanation if this is not possible and will be advised when a response can be expected.

Any employee(s) named in the grievance will also be advised, in writing, of the decision.

Stage Two - Appeal

If an employee remains aggrieved, s/he may write to a Director within ten working days of the date of the decision under Stage 1, exercising his/her right of appeal.

Appeals will be considered by a more senior manager He/she will have had no prior involvement in the case.

Here the appeal involves other employees, the person(s) named in the grievance will be informed of the appeal and the outcome.

This procedure may, in the interest of natural justice, and following consultation with relevant parties, be varied and altered by the senior manager who will detail the reasons for the variation.

The decision may be given verbally at the appeal hearing and will in any event be conveyed or confirmed in writing within ten working days of the hearing. Any recommendations for further action will be clearly stated in the letter.

The decision following the appeal is final and there will be no further internal right of appeal.

This procedure will be reviewed periodically to ensure compliance with changes in employment law and equality and diversity legislation.



Signed:.....

Managing Director

Date..... January 2019

The Entryphone Co. Ltd Disciplinary Policy Statement

The aims of this policy are to ensure that:

The Entryphone Co. Ltd is committed to building an organisation where everyone is treated fairly but where warranted discipline will be used as a last resort

Giles Ashbee, Director will be responsible for the day to day operation of the policy.

The policy will be communicated to all workers and job applicants,

All workers will be trained on the policy, on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties.

The Entryphone Co. Ltd's aim is to encourage improvement in individual conduct and performance. This procedure sets out the action which will be taken when the company rules are broken and provides a fair, effective and consistent method of dealing with disciplinary matters.

The purpose should remind people that the procedure is designed not as a dismissal procedure but as a means of encouraging employees to conform to acceptable standards.

Principles

- Employees are expected to know the standard of conduct or work expected of them.
- Employees will be provided with details of the allegations and any evidence prior to the meeting and they will be given the opportunity to state their case
- An employee is entitled to be accompanied by a trade union representative or work colleague at the meeting
- No employee will be dismissed for a first breach of discipline, except in cases of gross misconduct
- Employees have the right to appeal against any disciplinary action taken

Procedure

1. Informal discussions

Before taking formal disciplinary action, the manager or supervisor will make every effort to resolve the matter by informal discussion with you. Only where this fails to bring about the desired improvement should the formal disciplinary procedure be implemented.

2. First or formal verbal warning

If conduct or performance is unsatisfactory, the employee will be given a verbal warning or performance note. Such warnings will be recorded but disregarded after three months of satisfactory service, providing there have been no subsequent disciplinary issues.

3. Written warning

If the conduct is regarded as more serious or the employees work or conduct are considered unsatisfactory after they have received a formal verbal warning, a disciplinary meeting may be called.

After a period of six months, if no further disciplinary action has been found necessary and the minor breach has been resolved, the warning will expire.

The disciplinary hearing is a formal process and will involve a senior manager – full records will be kept.

4. Final written warning

If the employee's work or conduct fails to improve, or where the allegation is particularly serious, the manager will follow the same procedure for a written warning. If proven, a final warning, will be given to the employee warning that any further misconduct will result in a dismissal with appropriate notice. Employees will be paid for this notice period.

After a period of a year, if not further disciplinary action has been found necessary and the issue has been resolved, the warning will expire.

5. Gross misconduct


An employee can be dismissed without notice on grounds of gross misconduct. The employee will be suspended with pay while the circumstances of the alleged incident are investigated.

Examples of gross misconduct include - intoxication (whether from drink or drugs), fighting or other physical abuse, indecent behaviour, theft, dishonesty, sabotage, serious breaches of health and safety rules, offensive behaviour (such as discrimination, harassment, bullying, abuse and violence) and gross insubordination

A dismissal will be confirmed in writing within 10 working days of the date of the disciplinary interview.

6. The right to appeal

If the employee wishes to appeal against any disciplinary decision, they must appeal, in writing, within five working days of being notified of the decision.

Signed: 

Managing Director

Date... January 2019

Section 2
Organisation
Roles and Responsibilities

Organisation – Roles and Responsibilities

The effectiveness of this Policy is dependent on the people who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with the nominated Senior Manager but specific responsibilities are delegated to others according to their role, experience and training.

Company Directors, both individually and collectively will ensure that this Policy is applied throughout the whole Company as well as within the departments for which they have direct responsibility.

Similarly, all Managers must ensure that the objectives set out in this Policy are undertaken in their area of responsibility as well as in other areas in which their work integrates.

Site Management will ensure that all operatives, sub - contractors and visitors to site adopt and implement this Policy.

Each individual person has a duty of care to themselves as well as to all those they come into contact with during any part of the working day.

Managing Director

Roles and Responsibilities:

- Implement the Company Policy for Health, Safety and Welfare to prevent injury, ill health, damage and wastage; set targets for the reduction of accidents.
- Ensure that all Company Management are aware of their roles and responsibilities regarding Health and Safety within the organisation.
- Ensure all Company Management promote the requirements of the Policy together with positive Health and Safety behaviours throughout the entire Company.
- Resource relevant Health and Safety training for all levels of employees.
- Ensure that safety directives (new legislation, etc.) are conveyed and implemented throughout the organisation.
- Sanction the necessary resource for the provision of adequate welfare facilities, equipment and materials to complete tasks safely.
- Ensure that regular monitoring and reviews are undertaken with resulting identified improvements being implemented across the Company.
- If contacted by a member of staff or by a Regulatory Body directly regarding any potential issue that may result in prosecution, prohibition or improvement ensure that the circumstances are investigated, either personally, by a member of Senior Management or by the Company Safety Advisors to ensure that the situation is remedied and that the likelihood of a recurrence is reduced.

Roles and Responsibilities

- Implement the Company Policy for Health, Safety and Welfare to prevent injury, ill health, damage and wastage; set targets for the reduction of accidents.
- Identify the appropriate statutory requirements affecting the Company's operations.
- Resource relevant Health and Safety training for all levels of employees.
- Insist that sound working practices are observed throughout the Company as laid down by Codes of Practice, and that work is planned and undertaken in compliance with the statutory provisions.
- Ensure that resources are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, ill health, damage and wastage.
- Promote liaison and partnership working with other relevant stakeholders with regards health and safety matters
- Reprimand any member of staff failing to discharge satisfactorily their responsibilities for health and safety.
- Lead by example regarding positive health and safety behaviours at all times.
- Ensure that regular monitoring and reviews are undertaken with resulting identified improvements being implemented across the Company.

Safety Director

Roles and Responsibilities:

- Monitor the effectiveness of the Company Policy for Health, Safety and Welfare against the safety performance of the Company. Initiate any changes, developments and amendments to the Policy as and when necessary.
- Receive information regarding new safety legislation or changes in existing legislation and liaise with the Company Director's and other relevant stakeholders regarding the interpretation and implementation of relevant requirements in order to comply with the legislation.
- Ensure the Company Directors, Managers and Employees are aware of their roles and responsibilities regarding health and safety, implementing the requirements of this Policy within their own department and with due regard to all other departments.
- Report to the Board on all matters relating to safety, relevant directives and legislation, together with associated training requirements. Working with Senior Management establish an implementation programme to maintain compliance with all requirements regarding health and safety management.
- Assist all levels of staff with implementation of safety legislation by:
 - Obtaining current copies of relevant legislation and Codes of Practice for issue to Senior Management.
 - Implement and manage the Employee training requirement program.
 - Promote a positive health and safety culture with targeted approaches to behavioural safety.
 - Undertake a programme of site visits and inspections to ensure implementation and compliance with Company Health and Safety management policy and procedures. Monitor any resulting actions arising to satisfactory closure.
- Establish and maintain communications with all relevant health, safety and regulatory body stakeholders.
- Inform the Health and Safety Executive (HSE) of all notifiable accidents, incidents or near misses.
- Ensure accident, incidents and near miss investigations are undertaken. Together with the recording and analysis of information on injuries and ill health, assess accident trends and review overall safety performance.
- Lead by example regarding positive health and safety behaviours at all times.

Retained Health and Safety Consultants

The Company's nominated safety consultants are Safety Services (UK) Ltd whose main responsibilities are to:

- Advise Senior Management and the Company Safety Officer of any new safety legislation or changes in existing legislation.
- Provide an interpretation of safety legislation so that the management fully understands the actions required in order to comply with the requirements of the legislation.
- Assist with initial implementation of the changes in safety legislation.
- Suggest, and provide if required, suitable training for all levels of employees, suggest the use of visual aids etc. to increase awareness of accident prevention and hazards to health.
- Recommend to Senior Management ways to improve working conditions.
- Investigate notifiable accidents or dangerous occurrences, submitting to the company a written confidential report.
- Undertake pre-arranged site audit visits submitting an audit report to the nominated individuals for information and observation 'close out'

It is the Company's responsibility to ensure that Safety Services (UK) Ltd is notified of any sites requiring audit visits. It should be remembered that whilst there is no statutory reason for such notification consideration should be given to the nature of the work, taking into account that safety regulations apply to all sites irrespective of the time factor.

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- Safety Services (UK) Ltd will ensure that regular systematic inspections are carried out of all sites, which have been notified.
 - Safety Services (UK) Ltd will ensure that a copy of the electronic report is forwarded to the pre agreed Company nominated individuals.
 - The site or factory foremen, or his delegate, shall wherever possible, accompany the visiting Safety Adviser during their site audit.
 - The Safety Adviser will analyse site inspection reports and concentrate on weaknesses that may become evident from such reports.
 - The Safety Adviser will stop a job if, in their opinion, the place, condition or method of work is dangerous.
 - Safety Services (UK) Ltd expects Senior Management to give full backing to the Safety Adviser in all matters appertaining to safety.

Employees and Labour only Contractors

Roles and Responsibilities

All employees have responsibilities under **The Health and Safety at Work Act 1974** and other relevant legislation.

This means that:

- It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.

Employees are reminded that a breach of safety procedures could possibly result in disciplinary action being taken by the Company, and that provision is made in Law for certain breaches to be actioned by the Health and Safety Executive. In simple terms this means, employees shall: -

- Read and understand the Company Policy and Procedures for Health, Safety and Welfare and undertake work in accordance with its requirements.
- Use the correct tools and equipment for the job.
- Maintain tools and equipment in a good condition.
- Correctly wear specified PPE at all times. The PPE provided shall be suitable and sufficient for the tasks being undertaken. Store PPE in an appropriate manner so not to damage or degrade the equipment.
- Work in a safe manner at all times. Do not take unnecessary risks that could endanger yourself or others. If possible, remove site hazards yourself, e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders, etc.
- Warn other employees, particularly new employees and young people, of particular known hazards.
- Do not use plant or equipment for work for which it was not intended, or if you are not trained or competent to use it.
- Report any damage to plant or equipment to your supervisor, where appropriate 'quarantine' damaged items to prevent use.
- Do not play dangerous practical jokes or "horseplay" on site.
- Report to your supervisor any person seen abusing welfare facilities provided.
- Report any injury to yourself that results from an accident at work, even if the injury does not stop you working.
- Suggest safer methods of working.

If any employee, labour only contractor or contractor has any concerns over the health or safety of any task, location or activity he/she should immediately stop the particular task or activity or not enter the location. Make immediate contact with their supervisor, advise them of the concerns and seek advice and guidance. Work should not recommence until the concerns have been satisfactorily resolved. In the event of dispute or ongoing concerns the company will seek independent advice and guidance from an appropriate specialist or a member of senior management who has sufficient competence to address the matter.

Field Engineers/Fitters

Roles and Responsibilities

The attention of all field engineers is drawn to their responsibilities under **The Health and Safety at Work Act 1974, The Workplace (Health, Safety and Welfare) Regulations 1992** and other relevant legislation.

This means that:

- It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his act or omissions at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.

Employees are reminded that a breach of safety procedures could possibly result in disciplinary action being taken by the Company, and that provision is made in Law for certain breaches to be actioned by the Health and Safety Executive (HSE).

In simple terms this means, field engineers shall: -

- Read and understand the Company Policy for Health, Safety and Welfare and carry out your work in accordance with its requirements.
- Use the correct tools and equipment for the job.
- Maintain tools and equipment in good condition.
- Wear safety footwear at all times and use, where necessary all protective clothing and safety equipment provided.
- Work in a safe manner at all times; do not take unnecessary risks that could endanger yourself or others. If possible, remove hazards yourself.
- Do not use machinery or equipment for work for which it was not intended, or if you are not trained or competent to use it.
- Report immediately to your Manager/Supervisor any defects in machinery or equipment. Where appropriate defective equipment should be quarantined to prevent use.
- Warn other employees, particularly new employees and young people, of particular known hazards.
- Report any injury to yourself that results from an accident at work, even if the injury does not stop you working.
- Suggest safer methods of working where appropriate
- Adopt safe driving techniques at all times and report defects to transport
- Liaise closely with clients or their representatives and at all times exhibit professional competent behaviour
- Ensure that you have all necessary paperwork including CSCS cards; RAMS and Job order prior to setting out for tasks
- Always make your presence known to the site manager or client before starting work and complete all necessary inductions
- Obey all local site rules as per induction or as explained

- Remember you are representing the company and show the company in the best light at all times

Estimators

Roles and Responsibilities

- Read and understand the Company Policy for Health, Safety and Welfare and relevant legislation and ensure that it is brought to the attention of any employees under your control.
- Ensure that so far as reasonably practicable, detailed consideration is given to and provision made within the tender for safe methods and systems of work. Ensure those issues highlighted within any pre-construction information are adequately addressed.
- Lead by example regarding positive health and safety behaviours at all times.

Manager Responsible for Personnel

Roles and Responsibilities

- Read and understand the Company Policy for Health, Safety and Welfare. Ensure that it is brought to the attention of all employees under your control.
- Ensure that the induction procedure for new employees is undertaken as required by the Company Policy.
- Arrange induction training for new staff as soon as possible after commencement date. Maintain training records for all staff.
- Lead by example regarding positive health and safety behaviours at all times.

Manager Responsible for Office Staff

Roles and Responsibilities

- Read and understand the Company Policy for Health, Safety and Welfare. Ensure that it is brought to the Attention of all employees under your control. Ensure that the requirements of **The Workplace (Health, Safety and Welfare) Regulations 1992** and any other relevant Regulations are complied with.
- Ensure that offices are laid out and maintained to ensure the safety of staff and visitors.
- Ensure that all office machinery is safe, fitted with any necessary guards or safety devices. Are serviced and maintained as recommended by the manufacturer.
- Ensure that staff required to use office machinery are trained in its use and are not permitted to attempt to carry out any repairs unless authorised. With suitable and sufficient risk assessments in place where appropriate.
- Ensure all electrical equipment is tested for safe working, maintained and tagged by competent electricians with a record of the inspection being retained.
- Arrange all necessary insurances and carry out any necessary reporting of incidents to insurers. Provide accident investigation reports to insurers where appropriate.
- Ensure that a fire risk assessment and emergency arrangements are in place and current for offices. The emergency arrangements are to be communicated to all employees, visitors and contractors.
- Ensure that all firefighting equipment is maintained, fire exits kept clear and fire drills organised on a regular basis with a written record of the checks being retained for inspection should it be required.
- Ensure that first aid and welfare facilities are provided as outlined in this Policy.

- Ensure all staff work safely and do not take unnecessary risks. In the event of an accident it is to be reported in accordance with Company Policy.
- Lead by example regarding positive health and safety behaviours at all times.

Office Staff

Roles and Responsibilities

- Read and understand the Company Policy for Health, Safety and Welfare and carry out your work in accordance with its requirements.
- Do not try to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training. Report any defects in office equipment or machinery immediately to your Supervisor.
- Ensure you are aware of the location of the First Aid Box, who the nominated First Aid at Work persons are and who is responsible for maintaining the accident book for the Company.
- Ensure that you are aware of the emergency arrangements for your work location. You should be familiar with the procedure to follow in the event of a fire and comply with all instructions, including during fire drills that are communicated to you by the nominated Fire Marshalls.
- Report any accident or damage, however minor, to your Supervisor.
- Ensure that corridors, office floors, doorways, etc. are kept clear and free from obstruction.
- Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury. Do not attempt to reach items on high shelves unless using steps or a properly designed hop-up; do not improvise or climb.
- Suggest ways of eliminating hazards and improving working methods. Warn new employees, particularly young people, of known hazards.

Workshop Manager

ROLES AND RESPONSIBILITIES

- Understand the Company Policy for Health, Safety and Welfare. Ensure that it is brought to the attention of all employees particularly new starters. Ensure that it is readily available for reference by any employee. Plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.
- Ensure that persons under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risk. Stop any work if you consider that there is an imminent risk of serious injury to any person.
- Ensure that registers and records are maintained and accurately completed. Ensure that they are retained and available for inspection should it be required.
- Ensure that copies of relevant Regulations are available and statutory notices are prominently displayed.
- Provide written instructions in unusual situations not covered by Company policy and procedures to establish working methods and sequences, outline potential hazards at each stage and indicate control measures to be adopted. This requires the preparation of written assessments as required under the following Regulations:
 - ***The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended 2004)***
 - ***The Control of Noise at Work Regulations 2005***
 - ***The Control of Vibration at Work Regulations 2005***
 - ***The Manual Handling Operations Regulations 1992***
 - ***The Management of Health and Safety at Work Regulations 1999***
 - ***The Work at Height Regulations 2005 (Amended 2007)***
- These assessments must be made available to all operatives and discussed in detail with supervisory staff. A record of the briefing should be obtained and retained for inspection should it be required.
- Ensure, so far as is reasonably practicable, that work:
 - Is undertaken to present minimal risk to employees, staff, visitors, public and sub-contractors
 - Is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds. With updates undertaken to the written assessments as necessary.
 - Is carried out in accordance with all appropriate statutory requirements.
- Reprimand (and/or instigate appropriate disciplinary proceedings) any member of staff for failing to discharge safety responsibilities satisfactorily. Take appropriate action when notified of disregard of Safety Adviser's advice.
- All electrical equipment must be tested for safe working and tagged accordingly, by a competent person, at intervals laid down by Company Policy. A register of this testing will be retained. No electrical equipment will be brought into the workshop, by anyone, including Sub - Contractors, without the appropriate proof of regular testing. All temporary electrical equipment must not be more than 110 volts.
- All plant and machinery must be tested at the statutory intervals and no machinery will be brought into the workshop, by anyone, including Sub - Contractors, without the appropriate proof of regular testing. Satisfy yourself that the competent persons appointed to make the necessary inspections of machinery, etc. have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected.
- All machines must be operated as per the manufacturer's instructions with all safety guards in position. Allocate sufficient resources to ensure that all operatives are trained in the use of workshop machines with suitable and sufficient risk assessments are undertaken. A record of the operatives having read and understood the assessments should be obtained and retained for inspection should they be required.

- Ensure that all lifting equipment undergoes its statutory inspections as per the LOLER regulations. A register of all lifting equipment should be maintained. Where required a lift plan is produced for the lifting operation to be undertaken.
- Plan and maintain a tidy workshop. Arrange delivery and storage to avoid double handling of materials and equipment. Ensure that off-loading and storage is undertaken in a safe manner.
- Ensure that adequate supplies of suitable protective clothing and equipment are maintained. Issue when required, obtain and retain a record of PPE issue for inspection should it be required.
- Ensure that adequate first-aid facilities are available. All persons to be aware of its location and the correct procedure to follow in the event of an emergency and/or incident. Where appropriate the procedure should be clearly displayed.
- Ensure that any accident, which results in any injury to any person (not just employees) and/or damage to plant or equipment, is reported in accordance with Company Policy.
- Ensure that adequate fire precautions are provided for the workplace and welfare facilities.
- Ensure that any flammable liquids or liquefied petroleum gases are stored and used safely.
- Accompany Health and Safety Executive (HSE) or Local Authority Health and Safety Inspectors on his visit (or in your absence delegate a competent supervisor) and act on any recommendations raised. In the case of the Inspector issuing a Notice, (Prohibition or Improvement), contact the Managing Director, immediately after complying with any requirements to stop work.
- Co-operate with your Safety Adviser. Ask for his advice before commencing new methods of work or potentially hazardous operations. The Safety Adviser is given authority by this Company to stop any work where there is an imminent risk of serious injury.
- Lead by example regarding positive health and safety behaviours at all times

Workshop Operatives

Roles and Responsibilities

- The attention of all workshop operatives is drawn to their responsibilities under **The Health and Safety at Work Act 1974, The Workplace (Health, Safety and Welfare) Regulations 1992** and other legislation. This means that:
 - It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his act or omissions at work.
 - As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.
 - No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.
- Employees are reminded here that a breach of safety procedures could possibly result in disciplinary action being taken by the Company, and that provision is made in Law for certain breaches to be actioned by the Health and Safety Executive (HSE).

In simple terms this means, employees shall:

- Read and understand the Company Policy for Health, Safety and Welfare and undertake all work in accordance with its requirements.
- Maintain tools and equipment in good condition and are suitable and sufficient for the task.
- Wear safety footwear at all times and use, where necessary all protective clothing and safety equipment provided, e.g. safety helmets, footwear, etc.
- Work in a safe manner at all times; do not take unnecessary risks that could endanger yourself or others. If possible, remove hazards yourself.
- Do not use machinery for work for which it was not intended, or if you are not trained or competent to use it.
- Report immediately to your Supervisor any defects in equipment. Where appropriate ensure that the equipment is quarantined to prevent use.
- Warn other employees, particularly new employees and young people, of particular known hazards.
- Do not play dangerous practical jokes or "horseplay" in the workshop.
- Report to your Supervisor any person seen abusing welfare facilities provided.
- Report any injury to yourself that results from an accident at work, even if the injury does not stop you working.
- Suggest safer methods of working.

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Section 3
Arrangements

Work Safe (Right to refuse work)

Any employee has the right to refuse to work if they have concerns with ANY health and safety issues relating to their work or workplace.

General obligations are covered by the **Health and Safety at Work etc. Act 1974**.

Reference should be made to the following flow chart

The employee must report the issue immediately to their Line Manager or in their absence a Director.

No employee shall continue to work until the working environment is made safe.

PREVENTION OF ACCIDENTS IN THE WORKPLACE

All employees are responsible for ensuring that any act or condition identified as unsafe, or any situation that introduces imminent danger into the workplace, is dealt with in the correct manner.

IMMINENT DANGER

Other categories of imminent danger may include:

- Development of a fault condition in machinery
- Situations where machinery is likely to begin operating without warning to passers-by.

There are two direct causes of accidents – unsafe acts and unsafe conditions

Unsafe acts may include:

- Using defective equipment.
- Using equipment incorrectly.
- Failing to use or incorrectly using personal protective equipment (PPE).
- Leaving equipment in a dangerous state.

Upon identifying an unsafe act it is the duty of every employee to stop the work being carried out, warn anyone who may be affected by the unsafe act and report the circumstances of the unsafe act to their immediate superior for action.

Unsafe conditions include:

- Poor underfoot conditions.
- Exposure to biological contaminants
- Defective equipment.
- Excessive noise.
- Exposure to radiation or other pollutants.
- Fire hazards.
- Inadequate fire warning systems.
- Lack of or inadequate guarding
- Poor housekeeping
- Poor lighting or ventilation

These lists are not exhaustive.

Safety in the office requires that each person co-operates and that common sense prevails.

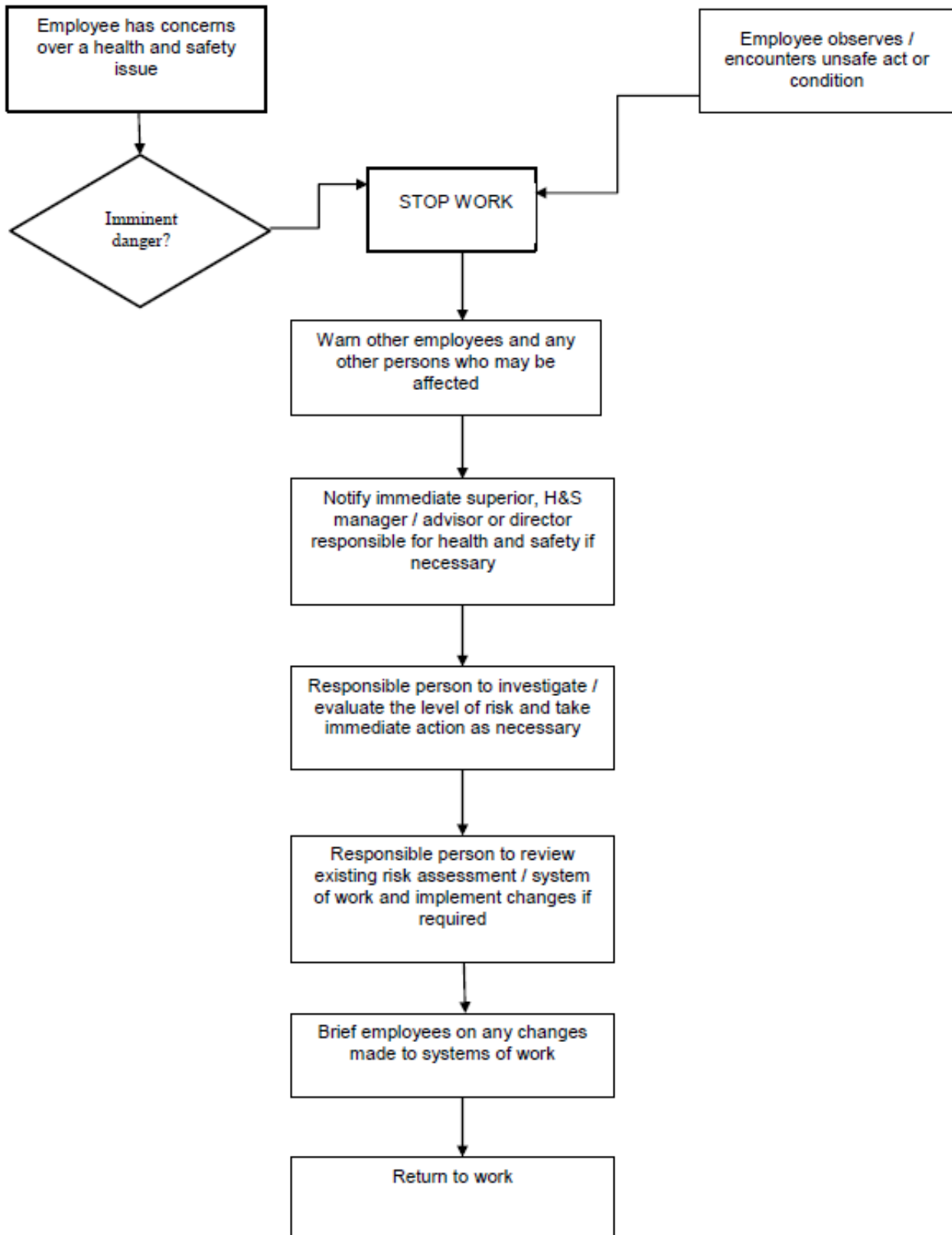
The main categories of serious injury to office workers are:

- Falls from a height, e.g. down a staircase or from overreaching.
- Contact with electricity, e.g. from damaged cables or badly wired repairs.
- Being struck by falling objects, e.g. goods from a shelf.
- Repetitive injuries.

- Contact with moving parts of office machinery, e.g. shredders, guillotines.

IF IN DOUBT – REQUEST THE TASK IS RISK ASSESSED

Procedure for Concerns over Health and Safety Issues



Management of Asbestos

Asbestos is a generic term for a number of silicates of iron, magnesium, calcium, sodium and aluminium that appear naturally in fibrous form. In the 2012 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or any mixture containing any of the said materials".

General obligations are covered by the **Health and Safety at Work Act 1974**. Specific legislation regarding asbestos is defined in the:

The Control of Asbestos Regulations 2012

Reference should also be made to the following Health and Safety Executive (HSE) publications:

L143 (2nd) Managing & Working with Asbestos (second edition)

This list is not exhaustive. For full details see "Asbestos" Section later in this Policy.

Duty holders have an explicit duty to assess and manage the risks from asbestos in premises in compliance with **Regulation 4 of The Control of Asbestos Regulations 2012**. Each premises assessment will be used to produce a Management Plan which details and records the actions to be undertaken to manage and reduce the risks from asbestos and have a requirement to pass on information about the location and condition of Asbestos Containing Materials in non-domestic premises, to anyone likely to disturb them.

All employers also have a duty to ensure all employees who may encounter asbestos are provided with adequate training as laid down within the legislation. This training will ensure that they understand the action to be taken on discovering asbestos (or suspected asbestos containing materials) so that they do not place themselves or anyone else at risk.

General Arrangements

At the planning stage of a project the requirements of this Company Policy must be taken into account, along with any information contained in the pre-construction information.

Any aspects of work not covered by this Policy must be identified and planned by the Contracts Manager and written procedures defined. If necessary, a pre-contract meeting will be held and specific safety matters discussed.

Written method statements will be prepared taking into account health and safety requirements and defining procedures as necessary.

All Sub - Contractors will receive a copy of the Company Health and Safety Policy Statement, any relevant health and safety plans and a list of Safety Rules and Requirements. The following paragraph will be inserted in all contracts to Sub - Contractors.

"Please see a copy of our Company Policy Statement for Health, Safety and Welfare and a list of Safety Rules and Requirements for contractors on this Company's sites. Your acceptance of this contract will be deemed to include acceptance of the requirements of our Company Policy. Please contact the writer should you require further information on any matter in connection with health, safety or welfare".

The following paragraph will be inserted on all orders to suppliers or hire companies providing any article or substance for use at work.

"In accordance with Section 6 of the Health and Safety at Work etc. Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when properly used. Also, in accordance with the above, please supply details of any tests or examinations carried out and full instructions for the safe use of the article or substance. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998."

All information received from suppliers will be passed to the Site Manager for implementation or reference on site.

Training

The Company will provide general induction training to all new employees with a written record of the induction obtained and retained for inspection.

All staff shall receive training in their responsibilities as defined in this Policy. Training will be repeated at regular intervals and whenever changing legislation or working methods require.

Where operatives are required to carry out key tasks (e.g. forklift truck operation, supporting excavations, scaffolding, abrasive wheel mounting, etc.) they will be provided with the necessary training. Sub - Contractors will need to demonstrate that their employees, where required, have undergone similar appropriate training.

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 the course of their employment.

The Company will provide such additional specialised courses or staff training as is appropriate and necessary for the requirements of their duties.

All identified training will be mandatory with records of any training being kept. Employees are encouraged to enquire about suitable training where they feel it would be beneficial.

Notifications

The Contracts Manager will make any necessary notifications to the relevant emergency services and local authorities (including the Environment Authority where appropriate). The Health and Safety Executive (HSE) will be notified of construction works not already notified during the design phase of the project with the submission of the F10 form.

Any alterations to premises that may breach the requirements of an existing Fire risk assessment will be notified to the appropriate fire authority prior to the commencement of such work.

The Contracts Manager will notify relevant authorities as required by specific Policy sections, e.g. underground and overhead services, explosives, demolition, etc.

The Contracts Manager will satisfy him/her self that the Health and Safety Executive (HSE) has been informed of all new projects of 30 days planned duration or more with 20 workers or 500 person days by the Principal Designer. The Contracts Manager will ensure that details of the Client, the Principal Designer and the Principal Contractor are displayed as required by The Construction (Design & Management) Regulations 2015 (CDM 2015).

The Contracts Manager will notify Safety Services (UK) Ltd of all new sites by entering the site information onto the Safety Services Wise System, giving as much notice as possible. This also applies to new offices.

Protection of the Public

All necessary measures required for the protection of the public will be allowed for and planned, taking into account Section 3 of **The Health and Safety at Work Act 1974** and particularly, the recommendations contained in the Health and Safety Executive (HSE) Guidance Note;

HSG151 Protecting the Public - Your next move.

Consideration will be given at the planning stage of any operation for the protection of the public. Where possible, barriers, fencing, screens, etc. shall be erected to prevent access by the public or visitors unless accompanied by a responsible person.

Statutory Notices and Signage

The Contracts Manager will ensure that a complete copy of, or where appropriate, relevant extracts from the Company Policy for Health, Safety and Welfare are made available at the site/workplace for reference. A copy of the current Employer's Liability Insurance Certificate is issued for display.

All necessary Statutory Notices, Regulations, Registers and Accident Report Forms will be issued to site and, where necessary with the assistance of Safety Services (UK) Ltd following the Safety Adviser's initial visit.

The Site Manager must ensure that all registers, site inspection reports and other documentation relating to health and safety are returned to his office for safe keeping at the completion of the contract. The Construction Director is responsible for ensuring that this documentation is retained at the office in a secure location for a minimum of three months.

Employee Consultation

In accordance with **The Consultation with Employees Regulations 1996** and **The Safety Representatives and Safety Committee Regulations 1977** and the Codes of Practice and Guidance Notes relating to these Regulations, every facility will be afforded to ensure adequate consultation of employees.

Procedures on sites or at workplaces regarding the functions of safety representatives and committees shall be in accordance with the law and the National Working Rule 7 (a) of the National Joint Council for the Building Industry Working Rule Agreements, or similar Working Rules contained within the Civil Engineering Contractors Conciliation Board Working Rules, where applicable. A written record of these consultation meetings will be retained for inspection when required.

Employees are encouraged to bring to the attention of their Supervisor areas that in their opinion this policy appears inadequate. All such comments will be passed to the Directors for their consideration and review.

This Policy and arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

Management of Health and Safety at Work

The **Management of Health and Safety at Work Regulations 1999 (with minor amendments 2003)** covers the outline requirements for the management of health and safety.

Reference should also be made to the Health and Safety Executive (HSE) publication:

HSG 65 Successful Health and Safety Management

The Company will, in accordance with the above Regulations, carry out the following activities to provide health and safety for their employees.

Assess the risks to the health and safety of each employee and of anyone else that may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventive and protective measures to be implemented. See Planning Procedure on following page.

Each assessment will outline the hazards and risks associated with each working activity and highlight the controls to be instigated to minimise the risks and hazards identified.

This risk assessment will then be recorded and copies made available at the workplace. Employees and contractors are required to read, understand and a written record of this communication retained for inspection should this be required. Where it is identified as being necessary, additional training or information will be provided for any employee. A written record of the communication of the risk assessment will be obtained and retained for inspection if required.

All risk assessments will be reviewed at regular intervals, following an accident or incident, change in process or personal. Any changes will be communicated to all appropriate operatives.

Review meetings at all levels of management will be held to consider Health and Safety issues. A record of these meetings will be retained for inspection if required.

The Site Manager will bring to the attention of the workforce all the necessary precautions and control measures detailed in the written risk assessment for the task they are undertaking.

The Site Manager will monitor operations to ensure that each operative is acting in accordance with the details outlined in the written assessment.

The Company will make arrangements for putting into practice all the control measures that have been identified as being necessary in the risk assessment.

The Safe System of Work will usually be in the form of a method statement that will summarise the task, the sequence of operation, supervision and control of significant risks.

Health surveillance for employees will be provided where the risk assessment identifies the requirement to comply with current legislation.

Competent people will be appointed to implement the measures that are necessary to comply with the duties under health and safety law.

Emergency procedures and processes will be installed and implemented to ensure employees have relevant information, in a form they can understand, concerning health and safety matters for the workplace.

The company will co-operate with other Sub - Contractors sharing the workplace and will ensure that all operatives have adequate health and safety training and are competent at their job role to avoid risks. A written record of this communication will be retained for inspection if required.

Temporary workers will be given particular health and safety information relating to the task they are to be undertaking in a form they can understand. A written record to the communication of this information will be retained for inspection if required. All operatives have a duty to follow health and safety instructions and report any dangerous aspects.

Typical contents of Method Statements are given on the following page:

In the event that a situation occurs that could present serious or imminent danger to any person whether they are an employee or not the following procedure will apply:

Planned work that could be affected will cease; the supervisor will instruct the workforce on necessary immediate action to be taken to reduce the danger if possible; if this is not possible the location or activity will be cordoned off or access prevented until the danger has passed or the area can be made safe. Advice will be sought by the supervisor from senior management and/or other relevant external sources as necessary.

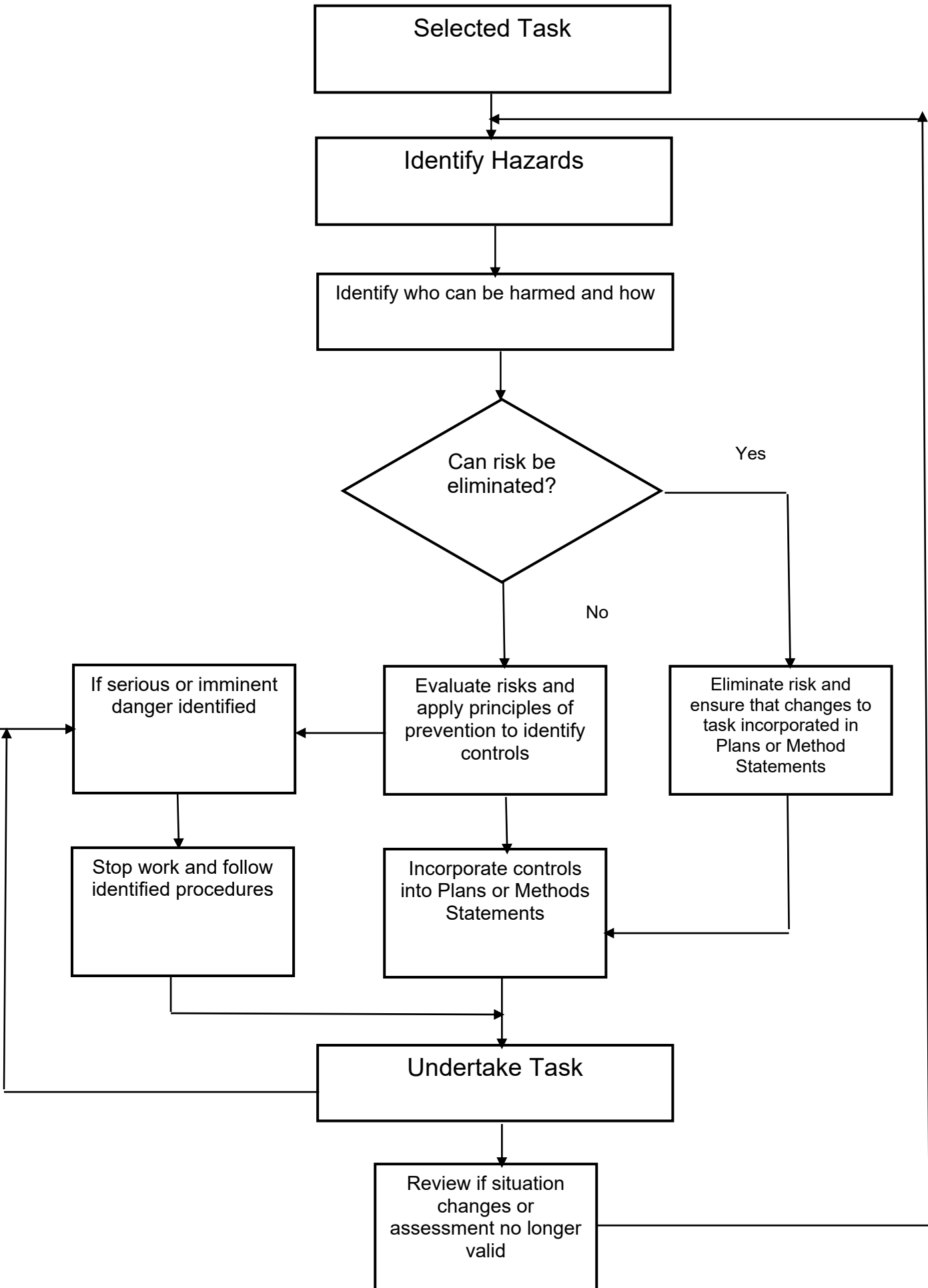
Safe System of Work

The contents of a safe system of work should include the following, where relevant to the task being undertaken:

1. Description of the work being undertaken
2. Sequence of operation
3. Risks Identified, Minimised or Addressed
4. Controls to safeguard third parties and the public
5. Controls relevant to the work
6. Safe access, egress and work location
7. COSHH Assessments for the work including controls & PPE requirements
8. Manual handling Assessments relevant to the work
9. Noise assessments relevant to the work
10. Vibration assessments relevant to the work
11. Permit to work requirements
12. Lifting Plan requirements
13. Temporary Works considered and designed
14. Supervisors name and competency
15. Other competency requirements and evidence
16. Schedule of plant & equipment to be used (including certificates)
17. Minimum PPE requirements
18. Emergency procedures (including first aid and rescue plan for confined space, working at height etc.) and what action to take in event of a problem
19. Method of induction of operatives into Method Statement and Risk Assessments

Method Statements should be developed to cover the activity in question and should be relevant to the nature of the task and the risks associated. Where tasks are of a complex nature more than one Method Statement may be required to avoid the document becoming too large and unwieldy. A signed record of communication to appropriate operatives should be retained for inspection if required.

Risk Management Flowchart (Based on HSG 65)



Workplace Health, Safety and Welfare

The **Workplace (Health, Safety and Welfare) Regulations 1992** *DO NOT* apply to construction sites, reference should be made to **The Construction (Design & Management) Regulations 2015 (CDM 2015) Schedule 2** already referred to within this Policy. They do however apply to all other work places.

The **Workplace (Health, Safety and Welfare) Regulations 1992** cover the working environment, general safety, and facilities for washing, eating, changing and good housekeeping.

Work at height in the workplace is now covered by **The Work at Height Regulations 2005 (Amended 2007)**

The Company's nominated Safety Consultants will provide advice on the requirements as requested.

All work will take into account the requirements of the above Regulations.

The Office Manager, or person responsible for the offices, will ensure that the welfare and first aid requirements are provided.

The Office Manager, or person responsible for the offices, will ensure that all the facilities and equipment are maintained to the required standards, through regular inspections.

The Company will provide working conditions in accordance with the Regulations and relevant guidance, in particular:

Temperature – guidance states:

- All offices will be maintained at a minimum temperature of 16°C.
- Workshops will be maintained at a minimum temperature of 13°C.
- The temperature in all work places should be reasonable at all times.

Ventilation

- All workplaces will be effectively and suitably ventilated with sufficient fresh air, or purified air if natural ventilation is not available.
- Specialist, maintained Local Exhaust Ventilation (LEV) maybe required for specific tasks identified through the risk assessment process.

Lighting

- Suitable and sufficient lighting will be provided and where possible this will be natural light
- In situations where the failure of artificial lighting creates a danger, suitable, sufficient, maintained emergency lighting will be provided.

Working space

- Sufficient space will be provided in each workplace taking into account furniture, fittings, equipment and machinery.
- Suitable workstations will be provided for each employee according to the nature of the work involved.
- Floors and traffic routes will be kept free from obstructions at all times.
- Effective measures will be taken to prevent persons being struck by falling objects etc.
- Wherever possible, files, boxes etc. will not be stored at high level.
- All windows and transparent areas in doors, gates, walls and partitions will be made of safety material and be suitably protected.

Workplaces

- Consideration will be given to avoiding work at height, where it is necessary arrangements will be implemented to reduce and control the hazards and risks. See Work at Height sections.

Construction Health, Safety and Welfare

The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4 and Schedule 2 set out the principles of protection in relation to excavations, traffic routes, welfare facilities, emergency procedures and protecting the public etc.

The above Regulations also now require that arrangements for dealing with foreseeable emergencies on construction sites include identification of people to implement the arrangements especially with regard to contacts with rescue workers and the fire brigade.

The arrangements for dealing with the various risk areas are contained in the relevant sections of this policy.

The Project/Contract Manager will take into account all the relevant matters contained in these Regulations when formulating his plan of works for each project.

The Site Manager will ensure that prior to work starting or before a new person starts work on the site, that they receive an induction training session outlining the site specific hazards and control mechanisms relating to their area of working.

Project/Contract Management will monitor, with the assistance of Safety Consultants when necessary, the level of compliance to these requirements by both directly employed persons and any Sub - Contractors appointed to the project.

Construction Design and Management

When acting as Client; Principal Contractors or Contractors the Company will conform to The Construction (Design & Management) Regulations 2015 (CDM 2015) **from 06 April 2015**

Reference should also be made to the Health and Safety Executive (HSE) publication;
[L153 Construction \(Design and Management\) Regulations 2015. Guidance on Regulations](#)

Plus

CITB Guidance CDM 2015/1 Guidance for Clients

Or

CITB Guidance CDM 2015/5 Guidance for Principal Contractors

Or

CITB Guidance CDM 2015/3 Guidance for Contractors

Note – CDM 2015 duties extend to domestic projects

The CDM Regulations place responsibility for managing the health and safety of a construction project on three main duty holders. The **Client** has overall responsibility for the successful management of the project and is supported by the **Principal Designer** and **Principal Contractor** in different phases of the project. For the successful delivery of a project, good working relationships between the duty holders are essential from the start.

- **The Client** ensures that the construction project is set up so that it is carried out from start to finish in a way that adequately controls the risks to the health and safety of those who may be affected.
- **The Principal Designer** manages health and safety in the pre-construction phase of a project. The role extends to the construction phase through the principal designer's duties to liaise with the principal contractor and on-going design work
- **The Principal Contractor** manages the construction phase of a project. This involves liaising with the client and principal designer throughout the project, including during the pre-construction phase.

Depending upon the nature of the project, the principal designer and principal contractor may be supported by designers, contractors and workers.

There are three important phases of a project: before, during and after construction or building work.

- **pre-construction phase:** the inception, design and planning stage of a project (before the construction or building work starts),
- **construction phase:** the start-to-finish stage of the construction or building work
- **post-construction phase:** the practical completion of the construction or building work, including handover.

All work will be tendered for, negotiated and planned in accordance with the above standards.

When acting as **Client** the Company will:

Prepare a **Client brief** to explain to others what the project is about and the requirements before, during and after the build.

Make suitable arrangements for managing the project - to ensure that, throughout the planning, design and construction of a project, adequate consideration is given to the health, safety and welfare of all those affected and involved in the construction work.

Select the project team and formally appoint duty holders - If more than one contractor will be working on the project then the company will appoint a Principal Designer and a Principal Contractor in writing. If this is not done, then The Company will take on these roles and associated legal duties.

Appointees must:

- have the necessary capabilities and resources
- have the right blend of skills, knowledge, training and experience
- understand their roles and responsibilities when carrying out the work

Provide information to help with design and construction planning - Prepare and pass on **pre-construction information** at the earliest opportunity to designers and contractors, to inform them of any risks that may have an impact on the design of the building or structure, as well as on its construction and future use.

Notify the project to the enforcing authorities, where required if the project is expected to last longer than 30 working days, and have more than 20 workers working on the project at any one time or exceed 500 person days, the project is notified to the HSE on the Form F10 electronically.

Check that the Principal Designer is carrying out their duties

If the Company has any involvement with any design element on the project, then the Duties on the Designer under the above Regulations will also apply

During the construction phase

Ensure the construction phase plan is in place

Ensure welfare facilities are in place

Ensure the management arrangements are working – clients are required to ensure that the arrangements made for managing health and safety during construction are working successfully and be satisfied that the principal contractor is complying with their duties.

Post Construction

Check completion and handover arrangements

Check that the health and safety file has been prepared - at the end of the project, ensure that the Principal Designer provides the company with the health and safety file.

Note- On projects where the Principal Designer's role has finished before the end of the project, the Principal Contractor will have taken on responsibility for the file.

Maintain and make available the health and safety file - Once the project is completed, the Client or the owner of the building must keep the health and safety file, this can be in an electronic format, on paper, on film or in any other durable form.

When The Company is acting as the Principal Contractor

The Principal Contractor is the contractor in overall charge of the construction phase; appointed by the client

Note - there should only be one Principal Contractor for a project at any one time.

Liaise with the other duty holders. The company will work with the Client and Principal Designer throughout the project.

Manage the construction phase - Planning is an essential part of managing a construction site and should start as early as possible to identify health and safety risks, control measures and resources needed to reduce or eliminate them.

Prepare the construction phase plan – the company will draw up a plan which describes how health and safety will be managed during the construction phase using all pre-construction information received and taking account of any client requirements

The construction phase plan should be:

- proportionate to the size and nature of the work, and the risks involved
- workable and realistic
- sufficiently developed to allow work to start on site
- regularly reviewed and added to as new trades start.

Ensure **welfare** facilities are provided that are suitable and sufficient for the size and nature of the site.

Provide site induction to every site worker. The induction should be site specific and be relevant to the size and scope of the work, and level of risk involved.

Secure the site – the company will take reasonable steps to prevent unauthorised access to the site.

Appoint contractors and workers that have the necessary skills, knowledge, training and experience for the work they are carrying out.

Provide the right management and supervision with the right blend of skills, knowledge, training and experience and that there is an adequate number of supervisors.

Engage contractors and workers and share key information on health and safety risks including relevant parts of the construction phase plan

Monitor the risks on site to ensure health and safety standards and control measures to ensure that they are adequate and remain effective.

Contribute to the health and safety file - The principal designer is responsible for preparing the health and safety file and the company will pass on any relevant health and safety information.

If the Company has any involvement with any design element on the project, then the Duties on the Designer under the above Regulations will also apply.

The Company acting as contractor

The main duty of a contractor is to plan and manage construction work under their control so that it is carried out in a way that controls risks to health and safety.

- Manage the work to address the client's requirements, any preconstruction information provided by the principal designer and relevant parts of the construction phase plan and any other requirements provided by the principal contractor when planning
- ensure those carrying out your work have the right skills, knowledge, training, experience and supervision
- ensure those carrying out your work have the right plant, tools, equipment, materials and personal protective equipment
- pass on relevant information and instructions to workers e.g. by briefing workers and, for higher risk tasks, using a safety method statement
- ensure that workers comply with the site rules
- Co-ordinate your work with those of other contractors and the principal contractor
- agree with the principal contractor the arrangements for exchanging information to allow the company and other contractors to manage health and safety
- ensure your workers receive a site induction
- allow workers sufficient time to prepare and carry out the work
- inform the principal contractor of any intention to sub-contract elements of your work.

Co-operate with the other duty holders

Consult with employees to help to manage health and safety in a practical way by:

- helping you to spot workplace risks
- making sure health and safety controls are practical
- increasing the level of commitment to working in a safe and healthy way

Prepare the construction phase plan - On a project with more than one contractor, developing the construction phase plan will be the responsibility of the principal contractor, and they should provide the information relevant to the work. (If the company is only contractor on the project then we are responsible for drawing up a plan which describes how health and safety will be managed during the construction work)

Ensure welfare facilities are provided – that are suitable and sufficient for the size and nature of the project. They must be available as soon as the work starts on site and remain until the end of the project. (On projects with more than one contractor welfare facilities will be the responsibility of the principal contractor)

Ensure a site induction is provided – when working as only contractor on site then the company will ensure a suitable site induction is provided to every site worker.

Ensure the site is secure – take reasonable and proportionate steps to prevent unauthorised access to the site or work area to ensure work will not put the public or others at risk.

Appoint contractors and workers that have the necessary skills, knowledge, training and experience for the work they are carrying out

Provide the right supervision – that has the right blend of skills, knowledge, training and experience and that there is an adequate number of supervisors

Note - If the Company has any involvement with any design element on the project, then the Duties on the Designer under the above Regulations will also apply.

The Safety Director will ensure that all the necessary precautions have been taken to comply with this legislation.

Support will be given to the Site Manager to ensure that any necessary additions to the Health and Safety Plan and information for the Health and Safety File are passed to the Principal Designer.

All other contractors on site will be informed of the contents of the Health and Safety Plan and will be made aware of any risks on site. Contractors will be consulted regarding safety matters and will be informed of details regarding the Client, Principal Designer, Principal Contractor etc. These details will be highlighted in a notice prominently displayed on site.

Control of Substances Hazardous to Health

Regulations that cover the control and the safe use of all materials, chemicals and substances, are covered by **The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (with amendments 2003 & 2004)**.

General guidelines to be applied are covered in the Health and Safety Executive (HSE) Guidance Notes of which there are a great variety published. Those more specific to the construction industry, include:

L5	Control of Substances Hazardous to Health Regulations 2002: ACOP & Guidance
EH44	Dust: general principles of protection
EH54	Assessment of exposure to fumes from welding and allied processes
L101	Safe work in confined spaces
GS46	In-situ timber treatment using timber preservatives
IND(G) 297	Safety in gas welding cutting and similar processes
IND(G) 233	Preventing Dermatitis at Work: advice for Employers and Employees

No assessment should be carried out without reference to:

EH40 Occupational Exposure Limits

Additional information is contained in Construction Summary/Information Sheets (Health and Safety Executive (HSE)).

All work will be planned to take the above standards into account.

The Company will provide written assessments for all those products that have been assessed as hazardous to health. Where necessary the Company will request Safety Services (UK) Ltd to assist them in making the necessary assessments.

Before work starts, the Contracts Manager will ensure that any special protective clothing, or equipment, required is available for use on site.

The Site Manager will ensure that, before operatives are set to work, they are instructed in the safe use of any product they are using in accordance with the written assessment. He will take into account the circumstances and conditions in which the substance is being used when instructing the workforce. He will ensure that any necessary protective clothing or equipment is provided and used.

Managing hazardous substances, and complying with **The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended 2004)**, requires the Company to take the following steps to comply with the Regulations:

- Identify the problem.
- Assess it, measure it, get some idea of the scale.
- Consider:
 - *The hazardous properties of the substance*
 - *Health affects as identified by the supplier*
 - *The level, type and duration of the exposure*
 - *The circumstances of the work and amount of substance involved*
 - *Limits on exposure from statutory guidance*

- Decide on the method of solving the problem, preferably by minimising exposure but considering:
 - *The effect of preventative and control measures*
 - *The results of any health surveillance*
 - *The results of monitoring the exposure*

- Any other information relevant

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- *Implement the chosen method of solving the problem*
 - *Check that the method is being implemented properly and monitor the outcome*
 - *If necessary develop procedures, provide information and establish warning systems to deal with emergencies involving hazardous substances*
 - *Waste routes for disposal of packaging and contaminated clothing/equipment*

Marking of containers

In addition, any containers or pipes for substances hazardous to health used at work should be clearly marked with the nature of the contents and any associated hazards.

Staff will be made aware of the hazards of any materials they will be asked to use, hazard data sheets will be issued for each product and control methods will be devised.

Keeping of Records

The Company will keep records of all assessments, data sheets and medical surveillance as required in the Regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

The Company will review the situation at regular intervals to ensure that the systems are working and that they are adequate.

Health Hazards

A number of Regulations impose requirements for the safe handling and use of substances which are known to be a risk to health, these include for example:

The Control of Asbestos Regulations 2012
The Control of Lead at Work Regulations 2002
The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4
The Personal Protective Equipment at Work Regulations 1992
The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended 2004)
The Work Place (Health, Safety and Welfare) Regulations 1992
The Health and Safety (Display Screen Equipment) Regulations 1992

Reference should also be made to the Health and Safety Executive (HSE) publications:

EH40:2005	Workplace Exposure Limits
EH43	Carbon Monoxide (Revision)
EH44	Dust: General Principles of Protection
EH46	Man Made Mineral Fibres (Revision)
L140	Hand-arm Vibration
HSG174	Anthrax: Safe working and the prevention of infection
L8	The Prevention or Control of Legionellosis (including Legionnaires' disease) (3rd edition)
INDG84	Leptospirosis: Are you at risk?

Further information on the requirements of the Regulations, is also covered elsewhere in this Policy and is available from Safety Services (UK) Ltd.

All work will be planned to take the above standards into account.

The Contracts Manager will ensure that, before work starts on site, information is obtained on any material or substance to be used or likely to be encountered which could be a hazard to the health of operatives. If possible, arrangements should be made for an alternative, less hazardous material to be specified.

Any necessary training, protective clothing, equipment, enclosures, extraction equipment, hygiene facilities, medical examinations etc., must be planned before work commences.

Supervisors must ensure that all operatives engaged in any process involving the use or handling of any hazardous substance, will be given full instructions on the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc., as required before they start using the product.

The supervisor will ensure that:

- There is a suitable and sufficient risk assessment in place and that it has been communicated to all relevant persons.
- Protective clothing and equipment will be issued to operatives.
- The hygiene measures provided are maintained, and procedures planned to handle or use any hazardous substance are implemented.
- Measures necessary to protect other workers and the general public from such substances or procedures are provided and maintained.

Approved people, or organisations, will carry out any necessary air sampling, medical examinations, testing etc. as required, and records will be kept on site during the operations.

Health hazards from substances can be divided into the following categories:

- External contact - corrosive, skin absorption, dermatitis etc. (e.g. cement, acids, epoxy resins etc.)
- Inhalation - gases, fumes, dusts, vapours.
- Ingestion - swallowing.
- Injection – needlestick, high pressure air

This section covers health hazards generally, other sections of the Policy deal with specific health hazards.

Protective Clothing and Equipment

The following Regulations have specific requirements for the provision, maintenance and use of protective clothing and equipment:

The Personal Protective Equipment at Work (PPE) Regulations 1992
The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4
The Control of Asbestos Regulations 2012
The Control of Lead at Work Regulations 2002
The Control of Noise at Work Regulations 2005
The Confined Spaces Regulations 1997
The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended 2004)

Other Regulations may also apply and are referred to in other sections of this Policy. All safety equipment purchased for use on Company sites will be in accordance with the appropriate British Standard.

Information on provision, maintenance and use of protective clothing or equipment, in accordance with the Regulations, Health and Safety Executive (HSE) recommendations and current good working practices, is available from Safety Services (UK) Ltd.

All work will be planned to take the above standards into account.

Before work starts, the Contracts Manager will ensure that any special protective clothing, or equipment required is available for use on site.

The Contracts Manager will ensure that adequate supplies of all necessary protective clothing, or equipment, are available on site for issue, as required and that, when issued to employees, a record is kept.

The Supervisor will ensure that employees have been provided with any necessary protective clothing.

Any employee or sub-contractor working under the Company's control observed carrying out any process which requires the use of protective clothing, or equipment, will be informed of statutory or Company Policy requirements and instructed not to continue working until protective clothing, or equipment is obtained.

Those persons issuing protective clothing, or equipment, will ensure that it is suitable for the specific process for which it is provided. Information and advice on the correct equipment to be issued will be provided by Safety Services (UK) Ltd, as required.

All supervisory and management employees will set a good example by wearing safety helmets, protective footwear, etc. and will use all protective clothing and equipment where required.

All employees are required to wear suitable footwear while at work.

All Personal Protective Equipment shall be:

- Properly stored in a well-defined place
- Checked at suitable intervals
- Repaired or replaced if found to be defective
- If contaminated, removed on leaving the work area and kept apart from uncontaminated clothing and equipment
- Equipment that is contaminated must be either decontaminated and cleaned or, if necessary, destroyed.

All persons issued with protective clothing, or equipment, must immediately report to their Supervisor any loss or defect in the equipment.

Safety Helmets

The Construction (Head Protection) Regulations 1989 are now withdrawn as its still covered by Risk Assessment under The Personal Protective Equipment at Work (PPE) Regulations 1992 therefore it requires the provision and use of head protection on sites where there is a risk of injury. Employers must provide safety helmets where a risk of head injury other than by falling exists. Issue instructions on the wearing of helmets and take action if helmets are not worn as required. Personnel issued with safety helmets must wear the helmets as instructed by employer. Turban wearing Sikhs are the only exemption from these Regulations.

Safety helmets provided must be to **BS EN 397:2012**

Bump Caps provided must be to **BS EN 812: 1998** (although these are not usually suitable for use on site)

All work will be negotiated in accordance with the above standards.

The Contracts Manager will ensure that Site Managers and Sub - Contractors are aware of Company Policy and the requirements of **The Personal Protective Equipment at Work (PPE) Regulations 1992** of the wearing of safety helmets before the commencement of each new site.

Helmets will be provided to each site for the use of visitors to the site.

Signs warning that safety helmets to be worn will be displayed at access points to working areas and can be supplied to site by Safety Services (UK) Ltd, as required by Site Managers.

Instruction on the provision and use of helmets will be included in training courses provided for staff.

The Site Manager will ensure that signs and helmets for visitors are available and that Sub-Contractors are aware of Company Policy. The Site Manager will ensure that other company staff visiting sites will wear a safety helmet at all times on site.

The Contracts Manager will ensure that it is a condition of the Sub Contract Agreement that all contractors will provide safety helmets to all their employees and that they are instructed in the requirements of this Company Policy.

The Site Manager will report any disregard of this policy by Sub-Contractors' employees to the contractor concerned. The contractor will be obliged to remove from site any employee who continually fails to comply with this requirement.

Safety helmets that are damaged, have received a heavy blow, have parts missing, have been weakened by drilling holes or painting must be replaced. The generally recommended lifespan for most safety helmets is three years. Certain helmets have an indefinite life span and need not be replaced in this period.

Safety helmets will be worn by all staff, Sub-Contractors, employees, visitors, purchasers etc. at all times and in all areas of the site.

However, helmets need not be worn in the following areas if construction operations are not taking place in the following areas:

- Site office and welfare facilities
- Sales area
- Areas where houses are occupied
- Inside buildings after second fix complete

All persons working in such "exempt areas" will however, be required to always have their safety helmets with them so that they can wear them immediately they exit such areas.

Dust in the Workplace

Dust is not just a nuisance; it can seriously damage health and some types can eventually even kill. Regularly breathing dust over a long time can therefore cause life-changing lung diseases. Dust is covered by **The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (with amendments 2003 & 2004)**.

General guidelines to be applied are covered in the Health and Safety Executive (HSE) Guidance Notes of which there are a great variety published. Those more specific to the subject include:

L5	Control of Substances Hazardous to Health Regulations 2002: ACOP & Guidance
EH44	Dust: general principles of protection
CIS 36	Construction Dust
INDG463	Control of exposure to silica dust

All work will be planned to take the above standards into account.

The Company will provide written assessments for all those tasks that produce dust. Where necessary the Company will request Safety Services (UK) Ltd to assist them in making the necessary assessments.

Before work starts, the Contracts Manager will ensure that any precautions such special protective clothing, or equipment, required is available for use on site.

The Site Manager will ensure that, before operatives are set to work, they have a safe system of work for activity that may create dust; all equipment required and if a dust mask is needed that it is FFP3 as a minimum and that operative has been face fit tested and a copy of their certificate retained for inspection if required.

Dust is a broad term but typical dusts are

- Silica dust – created when working on silica containing materials like concrete, mortar and sandstone (also known as respirable crystalline silica or RCS);
- Wood dust – created when working on softwood, hardwood and wood-based products
- Lower toxicity dusts – created by materials containing very little or no silica e.g. gypsum

There are three key things you need to do:

- Assess the risk from dust
- Control the dust risks
- Review the controls to check they are working

Assess the risk from dust

Assess the risks linked to the work and materials. High dust levels are caused by one or more of the following:

- Task – the more energy the work involves, the bigger the risk. High-energy tools produce a lot of dust in a very short time;
- Work area – the more enclosed a space, the more the dust will build up. Dust levels may also be high outdoors with high energy tools
- Time – the longer the work takes the more dust there will be;
- Frequency – regularly doing the same work day after day increases the risks.

Control the dust risks

Control measures must be effective in keeping exposure below the Workplace Exposure Limit (WEL) (0.1 mg/m³) respirable dust, averaged over 8 hours) – in real terms this is a tiny amount

Use the following measures to control the risk.

Stop or reduce the dust

Use different materials, less powerful tools or other work methods.

Control the dust

The most important action is to stop the dust getting into the air. There are two main ways of doing this:

- Water – water damps down dust clouds. Enough water needs to be supplied at the right level all the time work is being done
- On-tool extraction – removes dust as it is being produced. It is a type of local exhaust ventilation (LEV) system that fits directly onto the tool.

Respiratory protective equipment (RPE)

Water or on-tool extraction may not always be appropriate or they might not reduce exposure enough. Often respiratory protection (RPE) has to be provided as well.

Ensure the RPE is:

- adequate for the amount and type of dust – FFP3 marked masks will normally offer adequate protection and is the recommended mask to be used
- Suitable for the work – disposable masks or half masks can become uncomfortable to wear for long periods. Powered RPE helps minimise this - consider it when people are working for more than an hour without a break;
- Compatible with other items of protective equipment;
- Fits the user. Face fit testing with a certificate is needed for tightfitting masks;
- Worn correctly. Anyone using tight-fitting masks also needs to be clean shaven.

RPE is the last line of protection, so if you are just relying on RPE you must be able to justify your reasons for this.

Other controls

Depending upon the work you are doing you may have to combine these measures with other controls. These can include

- Limiting the number of people near the work;
- Rotating those doing the task;
- Enclosing the work to stop dust escaping.
- General mechanical ventilation to remove dusty air
- Selecting work clothes that do not keep hold of the dust.
- Training of operatives
 - About dust risks and how this can harm their health;
 - How to use the dust controls and check that they are working;
 - How to maintain and clean equipment;
 - How to use and look after RPE and other personal protective equipment (PPE);
 - What to do if something goes wrong

Review the controls

Check the controls work by:

- Having procedures to ensure that work is done in the right way;
- Checking controls are effective.
- Involving operatives to help identify problems and find solutions;

- Maintaining equipment:
- Supervision
- You may have to put a health surveillance programme in place.

Manual Handling and Lifting

The following Regulations apply to the manual handling or lifting of materials:

The Manual Handling Operations Regulations 1992 **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4**

The current Regulations require the following three steps: -

- Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load should be moved at all and, if it must, whether it can be moved mechanically, for example, by forklift truck
- Assess adequately any hazardous operations that cannot be avoided. You should consider the shape and size of the load in addition to its weight. You should also consider the way the task is carried out, for example, the handler's posture, the working environment, e.g. is it cramped or hot, and the individual's capability, e.g. is unusual strength required. Unless the assessment is very simple a written record will be needed
- The General Guidance will include some simple guidelines to help with the assessment and reduce the risk of injury as far as reasonably practicable

A good assessment will not only show whether there is a problem but will also point to where the problem lies.

Where necessary, specific additional training will be provided by the Company. Advice and recommendations contained in advisory literature can be provided by Safety Services (UK) Ltd.

The Site Manager will ensure that all operatives have been instructed in the correct handling and lifting of loads, as required.

The Site Manager must ensure that a supply of suitable gloves or equipment is available for use, as required, for the handling of materials that could cause injuries.

The Company will ensure that all persons on site wear safety footwear and the Site Manager will caution any Sub - Contractors employee wearing unsuitable footwear.

The Company must not require any operative, particularly a young person, to lift, without assistance, a load that is likely to cause injury.

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc
- Hernias
- Lacerations, crushing of hands or fingers
- Tenosynovitis
- Bruised or broken toes or feet
- Various sprains, strains, etc.

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that accesses are safe is especially important. The individual should only lift a load they are comfortable with, if they feel unable to lift safely they should stop and speak with their supervisor.

The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

Consultation with Employees

The Health and Safety (Consultation with Employees) Regulation 1996 (ACoP L 146) apply to all employers and employees who are not represented by an appointed Trade Union Safety Representative under **The Safety Representatives and Safety Committees Regulations 1977**, the aim being to ensure that they are consulted by their employers on matters relating to their health and safety at work.

The employer will consult with employees either directly or via representatives nominated by the employees.

The consultation with employees will cover the following issues as a minimum:

- introduced measures that may affect employee's health and safety
- arrangements for nominating safety representatives
- health and safety information required under this and other Regulations
- planning and organisation of health and safety training
- the health and safety consequences of introduced technology in the workplace

The employer will monitor and review all consultation with employees to ensure all employees have the necessary information resulting from the consultations that have taken place.

Employees will be encouraged to attend update meetings held by the company, additionally during toolbox talks and job inductions the opportunity for comment and discussion will be available.

Employees will be encouraged to provide feedback and comment on any health and safety related issue, where appropriate the outcome of such discussions will be communicated to all other employees.

Working Time

The Working Time Regulations 1998 (as amended) DO NOT apply if you are self-employed, running your own business and are free to work for different clients and customers.

The **Working Time Regulations 1998 (as amended)** place limits on the hours that workers can be required to work unless they have opted out. The limits on young workers cannot be opted out from although there are circumstances where they may work longer hours.

Details can be obtained from a DTI guidance document: DTI/Pub 6792/25k/07/03/NP also available from the DTI website: www.dti.gov.uk

The Company's nominated Safety Consultants will provide advice on the requirements as required.

All work will take into account the requirements of the above Regulations.

The Manager responsible for the workers will plan work so that, as far as reasonably practicable, the average number of hours worked per week is no more than 48 for adult workers and 8 hours a day or 40 hours a week for young workers. (Note: There are certain permitted exceptions for young workers)

Working Time includes travelling, where it is part of the job, working lunches and job-related training.

Working Time does not include travelling between home and work, lunch breaks, evening classes or day-release courses. Also, Working Time limits do not apply if workers can decide how long they work.

Working time should be averaged over a 17-week period (or less if the period is lower) although 52-week periods can be used if mutually agreed.

If an individual worker agrees to work more than 48 hours a week he or she should sign an opt-out agreement, which they can cancel at any time. Giving a minimum of 7-days' notice unless otherwise agreed. Records of workers opting out will be kept and updated as necessary.

Night Work

A night worker is someone who normally works at least three hours at night; night-time is normally between 11pm and 6am. Night workers should not work more than an average 8 hours daily. There is no opt out for night work. The period for averaging is 17 weeks as before. A worker who works for more than one third of his time is a night worker. Occasional, or ad hoc, work does not make a worker a night worker.

As an employer, non-compulsory, free health assessments will be offered to night workers before they start working nights. This will take the form of a questionnaire and a medical examination. The latter is only necessary if there is any doubt about the worker's fitness for night work.

The Manager, or person responsible, will ensure that working time is arranged so that workers can take the time off they are entitled to. They will also ensure check whether any exceptions or flexibilities apply and ensure the different provisions for young workers are included.

The Company will ensure the following working arrangements are implemented:

Daily rest breaks

- Where a worker is required to work for more than 6 hours at a stretch, he or she is entitled to a rest break of 20 minutes.

Daily Rest

- Each worker is entitled to a rest period of 11 uninterrupted hours between each working day.

Weekly Rest

- A worker is entitled to one whole day off a week.

Days off can be averaged over a two-week period, meaning workers can take two days off a fortnight. Days off are in addition to paid annual leave.

Young worker daily rest breaks

- If a young worker is required to work for more than four and a half hours at a stretch, he or she is entitled to a rest break of 30 minutes.

Young worker daily rest

- A young worker is entitled to 12 hours uninterrupted rest in each 24-hour period of work.

Young worker weekly rest

- Young workers are entitled to two days off each week. This cannot be averaged over a two-week period and should normally be two consecutive days.
- There are exceptions to this that should follow the DTI guidance.

Paid Annual Leave

- Every worker – whether part-time or full-time covered by these Regulations is entitled to four weeks' paid annual leave. Increasing to 24 days from 1 October 2007 and 28 days from 1 April 2009 (for workers that work a 5 day week, pro-rata for part time workers)
- A weeks' leave should allow workers to be away from work for a week. It should be the same amount of time as the working week.
- This leave entitlement is not additional to bank holidays.
- Workers must give their employer notice that they want to take leave, employers can set times that workers take their leave.

Welfare and First Aid

The **Construction (Design & Management) Regulations 2015 (CDM 2015) Schedule 2** specifies minimum requirements for welfare facilities on sites. The **Workplace (Health, Safety and Welfare) Regulations 1992** specify minimum standards for offices.

Reference should also be made to the Health and Safety Executive (HSE) publications;

HSG150 Health and Safety in Construction
CIS59 Provision of Welfare Facilities on Fixed Construction Sites

The **Health and Safety (First Aid) Regulations 1981**, together with Approved Code of Practice and Guidance Note, specify the first aid equipment, facilities and personnel required, depending on the type of work and numbers of persons affected at each site or workplace.

Reference should also be made to the Health and Safety Executive (HSE) publications;

L74 First Aid at Work
INDG214REV1 First Aid at Work - Your Questions Answered

The BSi (British Standard Institute)
BS-8599 British Standard Workplace First Aid Kits

Safety Services (UK) Ltd may provide advice on the requirements on request.

All work will be planned to take into account the requirements of the above Regulations.

The Contracts Manager will ensure that the welfare and first aid requirements are established before work starts.

All necessary first aid equipment can be supplied by Safety Services (UK) Ltd, and be delivered to site as required.

The Site Manager will ensure that all planned welfare and first aid facilities are provided and that they are maintained to the required standards.

The following will be achieved as a minimum standard provision for First Aid; and advisory notices will be placed in suitable locations:

Category	Number employed at location	First Aid kit provision BSi 8599-1	No of First Aid Personnel
Lower Hazard E.g. Offices, shops, etc.	less than 25	Small kit	At least one appointed person
	25 - 50	Medium size kit	At least one trained Emergency first aid at Work (EFAW)
	More than 50	1 Large per 100 employees	At least one first-aider trained in FAW for every 100 employed (or part thereof)
Higher hazard e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Less than 5	Small kit	At least one appointed person
	5-50	5-25 employees = Medium size kit Over 25 = 1 Large kit per 25 employees	At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur
	More than 50	As above	At least one first-aider trained in FAW for every 50 employed (or part thereof)

Health Surveillance

Health Surveillance may be required for harm caused by working with certain substances or process. **The Management of Health and Safety at Work Regulations 1999, The Control of Substances Hazardous to Health Regulations 2002, The Control of Lead at Work Regulations 2002, The Control of Asbestos Regulations 2012, The Control of Noise at Work Regulations 2005, The Control of Vibration at Work Regulations 2005 and The Health and Safety (Display Screen Equipment) Regulations 1992**, with their approved Code of Practice aim to protect people at work exposed to danger by controlling that exposure.

Reference should also be made to the following Health and Safety Executive (HSE) publications:

HS(G)61	Health Surveillance at Work
MS24	Health Surveillance of Occupational Skin Disease

Health Surveillance is required where there is the possibility of exposure causing harm.

All work will be planned to take the above standards into account.

Unless there is no doubt that the exposure would not cause harm all exposures will be treated as requiring Health Surveillance.

In the event of Health Surveillance being required, the following procedures and who can carry them out will be applied:

- Self-Checks: those exposed to hazards are properly trained in how to look for easily recognisable signs and symptoms of disease
- A responsible person making basic checks for signs of disease: Anyone trained to identify straightforward signs and symptoms caused by working with certain substances or process
- Enquires about symptoms, inspection and examination: Usually an Occupational Health Nurse
- Clinical Examinations: carried out or supervised by a doctor
- Biological Monitoring and Biological Effect Monitoring: carried out or supervised by a doctor

The Company accepts that some medical surveillance has to be undertaken by HSE medical inspectors, or doctors appointed by the HSE

Health Surveillance will continue for at least as long as the individual is exposed to the risk or as prescribed in the relevant Regulations.

The company will carry out Health Surveillance e.g. those Regulations governing certain chemicals, lead or work in compressed air which expressly state the interval between examinations.

The company will comply with Regulations i.e. **The Control of Asbestos Regulations 2012** that require employers to continue surveillance of people while still employed by them after exposure to the risk has stopped, to detect long-term disease, such as cancer, at an early stage

In the event that Health Surveillance shows the employee's health being affected by their work appropriate action will be taken in the form of the following steps:

- Prevent further harm by reducing or removing them from exposure to the hazard
- If required refer the individual for examination or treatment by a doctor
- Re-examine the company risk assessment
- Improve control measures

Employees exposed above stated levels will undergo medical surveillance, the health record of any such employee will be maintained and the record or copy kept in a suitable form for at least 40 years from the last entry made in it.

The Health Surveillance will be supervised by a competent person who will be aware of the hazards, risks and means of control. If this is by a specialist contractor they will be required to keep the company representative informed at all times about the surveillance and how it is progressing.

Where operatives are liable to receive significant exposure the employer is obliged under specific Regulations to keep records for stated times i.e. of any air monitoring carried out for a period of at least 5 years for working with lead.

Stress in the Workplace

The company is committed to protecting the Health, Safety and Welfare of our employees. We recognise that workplace stress is a Health and Safety issue and we are committed to identifying and reducing workplace stressors. **The Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999** and **The Workplace (Health, Safety and Welfare) Regulations 1992**, with their approved Code of Practice aim to protect people at work exposed to excessive pressure or demand placed upon them.

Reference should also be made to the following Health and Safety Executive (HSE) publications:

HSG218 Tackling work related stress: A Managers Guide to Improving and Maintaining Employee Health and Well-being

INDG28 1 rev1 Work Related Stress

All work will be planned to take the following standards into account:

- The Company will identify all workplace stressors and will conduct risk assessments to highlight and control the risks.
- Training will be provided to managers and supervisors in good management practices with regard to reducing stress in the workplace
- Confidential counselling will be provided either in-house or externally
- Adequate resources will be provided to enable implementation of the Company stress policy

Staff and their representatives will be consulted with respect to improving stress related work practices within the workplace.

Changes to working practices will be monitored to ensure they do not cause additional stress.

Regular review of risk assessments of procedures and work practices will take place to ensure stressors have not increased.

Managers are to take responsibility for implementation of company policy and the company will take responsibility for providing the necessary resources.

Managers and supervisors will ensure good communication with staff if there are organisational and/or procedural changes.

The Company will ensure managers and supervisors are fully trained to discharge their duties and will monitor the workforce for signs of stress.

The company will offer support to staff who are experiencing stress outside work e.g. bereavement or separation

Fire Precautions

Fire safety arrangements should be implemented in accordance with the Regulatory Reform (Fire Safety) Order 2005. These Regulations revoke all previous fire safety legislation and require that duty holders assess the risks to the premises and personnel from fire and implement adequate controls.

The Regulations do not apply on construction sites but the principles can be applied to site offices.

The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4 require duty holders to make adequate arrangements to protect workers from the risk of fire on a construction site,

Reference should also be made to the Health and Safety Executive (HSE) publications;

HSG 168 Fire Safety in Construction Work

And a range of Home Office Guides have been published for existing premises.

Fire risk assessments will no longer be issued, Fire Risk Assessments should now be developed for all premises to ensure that significant risks are identified and removed or adequately controlled.

Fire Risk Assessments must be undertaken by a competent person to identify significant risks and necessary controls.

Fire extinguishers should be provided and located at strategic points throughout the workplace. Staff will be instructed in the use of office extinguishers in order that they may use them safely and effectively.

Further fire protection systems should be considered depending on the risks both to the occupants and also to business continuity and the effects on others.

The Company will enter into a contract service and inspection arrangement to ensure that all portable extinguishers are inspected and maintained.

The names, locations and actions to take in the event of an emergency will be posted at strategic positions throughout the work place.

Office

The Office Manager (or alternatively a person nominated by the company) will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include: -

- Instigate procedures for the safe evacuation of all offices in the event of emergency
- Ensure this procedure is executed in such an event
- Summon the emergency services when an incident is reported
- All emergency exits to be checked daily
- Check fire alarms and emergency lighting weekly and record the results
- Ensure access and egress route are kept free of obstruction
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer

Site

The Site Manager will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include:

- Instigate a procedure for the safe evacuation of all buildings on site in the event of an emergency that is regularly reviewed to capture any changes as the project progresses
- Ensure this procedure is executed in such an event
- Summon the emergency services when an incident is reported
- When conditions require, fire extinguishers of a suitable type, will be kept on site and adjacent to any activity which may lead to the outbreak of fire
- Instruct site staff in the use of portable fire extinguishers

- Ensure fire extinguishers and emergency lighting undergo periodic testing and inspection by a qualified engineer
-

At all locations a means of warning of fire must be established. Handbells, whistles, klaxons or manually operated sounders may be practical so long as they are clearly audible above background noises in all areas and can be readily identified as being a fire alarm. A manual of automatic fire alarm may be more appropriate in some circumstances.

Written emergency Procedures must be displayed in prominent locations and brought to the attention of all persons at the location through the induction process. The names, locations and actions to take in the event of an emergency will be displayed at appropriate areas on the site.

Clear access to the site and buildings must be maintained at all times.

Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser inlets and fire extinguishers. Ensure that the emergency arrangements are reviewed regularly to capture any changes within the working environment. Changes need to be communicated to all appropriate personal.

Identified personnel, e.g. security guards, must be briefed to unlock gates, doors, etc. in the event of an alarm.

Bomb Threat/Emergency

The requirements of **The Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999, The Workplace (Health, Safety and Welfare) Regulations 1992 and Regulatory Reform Order (Fire Safety) Order 2005** should be applied.

An Emergency Plan is in place and the identified controls and procedures will be compared with the results of Risk Assessments and amendments made as necessary.

Bomb Threats and Discovered Devices:

Bomb threats over the telephone: - when this happens, the procedure for recording the threat will be put in place, immediately calling the Police, and assisting in the investigation will be put in place.

Letter bombs: - if a letter bomb is suspected, laid down procedure should be followed immediately.

If a device is suspected: - laid down procedures should be followed immediately.

Procedure:

When a bomb threat is made by telephone, all pertinent information is to be recorded. Do not hang up the telephone (this is extremely important in conducting an investigation, or locating an actual device).

If a letter bomb is suspected, laid down procedures situated in the emergency plan will be followed.

Suspect objects are not to be moved or touched.

The directions of the senior police officer present must be complied with.

THE POLICE WILL ALWAYS BE CALLED. (NEVER ASSUME THE CALL IS A HOAX)

Risk Assessments must be undertaken to identify significant risks and necessary controls. The Emergency Plan in place has identified controls and are compared with the result of the Risk Assessments and amendments made as necessary.

Written emergency procedures must be displayed in prominent locations and brought to the attention of all employees. The names, locations and actions to take in the event of an emergency will be displayed at appropriate areas on the site.

Clear access/egress from buildings must be maintained at all times.

Clear signs must be installed and maintained in prominent positions indicating the locations of emergency access routes, escape routes and positions of dry riser inlets and fire extinguishers.

Identified personnel, e.g. security guards, must be briefed to unlock gates, doors, etc. in the event of an alarm.

Evacuation:

Evacuation should be in accordance with pre-planned procedures and details of incidents should be carefully recorded.

Methods of communication between management and businesses in the immediate vicinity, in the event of emergencies, are agreed and confirmed amongst the parties at a local level.

Detailed attention is given to the routing of evacuations away from danger and to the maintenance of access for emergency vehicles.

Advice about the spread of blast and glass damage has been taken when identifying holding and assembly areas.

The building will not be reoccupied unless told to do so by the fire department or police.

Company Offices

All offices and office facilities will be provided and maintained in accordance with **The Workplace (Health, Safety and Welfare) Regulations 1992**.

See section on Fire Precautions.

The Office Manager (or alternatively a nominated person) will ensure that a procedure is drawn up to be followed in the event of fire or emergency situation and that key personnel are given training in the procedures together with the use of firefighting equipment. Fire drills will be organised at six monthly intervals, date of drill and comments to be recorded.

All fire extinguishers will be provided in accordance with the latest British Standard and will be serviced and maintained at regular intervals, as recommended by the manufacturer. All fire alarms and emergency lighting will be checked monthly and test recorded.

The nominated person will check all fire exits at the start of each day.

The nominated person will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturers' recommendations. All staff required to use office machinery will be given training and instruction in its use with a written record of the training retained for inspection should it be required.

Office layouts will be planned to avoid trailing cables on floors to office equipment. All accesses, stairways, fire exits etc. will be kept clear of materials and well lit.

Suitable equipment will be provided for office staff required to reach items from high shelving.

Communal Areas

Where work has to be undertaken in communal areas, such as hallways, passageways and staircases, provision will be made to ensure the safe access and egress of all users and will take due care in accordance with the requirements of the pre-construction information.

The Site Manager will ensure that all work in communal areas is planned in advance so as to cause the least disruption.

Where passageways or staircases cannot safely be used while work is in progress the Site Manager will make arrangements for such work to be undertaken out of normal working hours and all closures will be communicated to appropriate stakeholders.

All surplus materials and waste will be cleared from the site daily.

All materials for use in communal areas will be stored away from the place of work, or in the work area and not allowed to encroach into the area set aside for access and egress.

Operatives will ensure that all work areas are cordoned off or identified by warning signs at **all times**

Where work in communal areas extends over a number of days, operatives will ensure that cordons and barriers are positioned and maintained so as to prevent accidental access to the work area.

Display Screen Equipment

The safe use of Display Screen Equipment is covered in **The Health and Safety (Display Screen Equipment) Regulations 1992**.

Reference should also be made to the Health and Safety Executive (HSE) publication;

L26 Display Screen Equipment at Work

Plan display screen equipment work so that there are breaks or changes of activity.

Assess all display equipment workstations, this includes laptops and home working. Reduce risks that are identified during the assessment process. The work stations should be reassessed at regular intervals, when equipment or work area changes, during pregnancy, or changes of personal.

Ensure that workstations satisfy the minimum requirements that are set for the display screen itself, keyboard, desk and chair, working environment and task design and software.

The person responsible for office staff will ensure that the requirements will be adhered to.

The Company will provide all information and training necessary to comply with the relevant regulations

The Company will provide appropriate eye and eyesight tests to "defined" users of display screen equipment and, where necessary, supply special spectacles where normal ones cannot be used.

Work Equipment

The following Regulations specifically cover the use of work equipment **The Provision and use of Work Equipment Regulations 1998**

These regulations cover the use of all kinds of work equipment from a hand tool to complete plant and specifically include mobile work equipment. The use will include starting, stopping, repairing, modifying, installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

The specific requirements of this legislation cover the following:

- The guarding of dangerous parts of machinery
- Protection against specific hazards, i.e. falling or ejected articles and substances, rupture or disintegration of work equipment parts, equipment catching fire or overheating, unintended or premature discharge of articles and substances
- Protection against explosion.

These requirements also cover

- Work equipment parts and substances at high or very low temperatures
- Control systems and control devices
- Isolation of equipment from sources of energy
- Stability of equipment
- Lighting
- Maintenance operations
- Warnings and markings.

The 1998 regulations replace the previous regulations and also introduce the following requirement:

The requirements imposed by these regulations on employers shall also apply to a person who has control to any extent of work equipment at work and includes managers and supervisors.

Also;

Where the safety of work equipment depends on the installation conditions or where it is exposed to conditions causing deterioration that is liable to result in dangerous situations:

- The inspection of specified equipment in specified circumstances by a competent person.
- The recording and keeping of the result; and
- If the equipment is brought in from another undertaking e.g. hire company, it will not be used until there is physical evidence that the equipment has been inspected and is in good condition.

And make provision for mobile work equipment in relation to:

- Its suitability for carrying persons and its safety features.
- Means to minimise the risk to health and safety from its rolling over.
- The safety of self-propelled work equipment.
- The drive shafts of mobile work equipment.

The 1998 regulations repeal the remaining sections of the Abrasive Wheels Regulations and the Power Presses Regulations and include specific requirements on the examination and testing of power presses.

The Company will make sure that equipment is suitable for the use that will be made of it and will take into account the working conditions and hazards in the workplace when selecting the equipment. This should be covered within the PUWER risk assessment of the equipment and its use where appropriate.

The Company will provide adequate information, instruction and training for all operators, supervisors and managers and will provide equipment that conforms to EC product safety directives.

The Company will ensure that equipment is used only for operations for which, and under conditions for which, it is suitable, and that the equipment is maintained in an efficient state, in efficient working order and in good repair.

Noise

Noise is covered by **The Control of Noise at Work Regulations 2005** and also by **The Health and Safety at Work etc. Act 1974**.

Reference should also be made to the Health and Safety Executive (HSE) publication;
L108 Guidance on the Control of Noise at Work Regulations 2005

The Control of Pollution Act 1974 requires contractors to use the best practical means of controlling construction and demolition noise at the site boundary.

All work will be planned to take the above standards into account.

The regulations require that hearing protection is considered and made available if the noise level averaged over an 8 hour day exceeds 80dB(A); and that hearing protection is mandatory for average noise levels over 8 hours exceeding 85dB(A). Also, the maximum exposure with hearing protection should not exceed 87dB(A) (averaged over 8 hours)

The Contracts Manager must ensure that information on the noise level of any plant, which it is intended to hire or purchase, is obtained and taken into account before hiring or purchase takes place. He will in conjunction with any relevant Sub - Contractors required to use or work near such plant, ensure that any static plant to be installed on site, or in the workshop, is planned to be in a position which takes account of the effects of noise on the workers or the public.

Where personnel are required to work in situations where high levels of noise (80dB or above) are likely to be encountered, the Contracts Manager will ensure that full information is obtained, before work commences, on the levels and frequencies of noise. Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this course is not practicable, suitable hearing protection equipment must be identified for use by personnel.

Regular monitoring of noise levels and frequencies will be planned, as required.

Instruction and training will be provided to supervisors and operatives required to work in premises, or with plant, which is likely to result in exposure to high noise levels.

The Site Manager will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc., and that all equipment and noise reducing doors etc. are used. He will ensure that all noise control items fitted to plant, or in premises, are kept in good order and that any defects noted are reported to the Sub - Contractors or hire company, immediately.

The Site Manager will ensure that supplies of ear defenders, or other suitable hearing protection, is made available for any operations, where it is not practicable to reduce the noise level to a safe limit and signage displayed within the work area. These will be issued to operatives as required and must be worn at all times when an operative is exposed to noise.

- Carry out a written noise assessment to establish levels and frequencies of noise for individual items of plant and machinery
- Regularly monitor noise levels and frequencies
- Give advice on noise control measures

The HSE website www.hse.gov.uk/noise gives guidance and calculators for noise assessments and protection requirements.

Site Tidiness

A number of regulations deal with the need for work places and accesses to be kept clear of debris and other materials, some examples are:

The Workplace (Health, Safety and Welfare) Regulations 1992
The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4
The Electricity at Work Regulations 1989

The Dangerous Substances and Explosive Atmospheres Regulations 2002 require that cylinders and containers be properly stored and removed from work places, when not in use, to storage.

The Health and Safety at Work etc., Act 1974 requires that employers shall ensure that a safe working place and safe accesses are provided for their employees, so far as is reasonably practicable. Employers have a duty to ensure that their work does not affect others, so far as is reasonably practicable. And persons having control of premises have a duty to ensure that the premises are maintained in a safe condition and that all means of access are safe, so far as is reasonably practicable, for persons who are not their employees, but are required to use the premises.

In addition to the statutory requirements, some of which are outlined above, a tidy site and work place results in increased efficiency and better public relations, therefore, tidiness is to receive priority on the Company sites.

Information on the requirements of the regulations and advice on current good working practices is available from Safety Services (UK) Ltd.

All work will be planned to take the above standards into account.

The Contracts Manager will ensure that, before the site commences, access and emergency routes are planned, deliveries are programmed to ensure that excess materials are not stored on site, storage areas are defined, compounds are planned and Sub-Contractors are made aware of the Company requirements with regard to storage, clearing up, tidiness etc.

The Site Manager will ensure that all Sub-Contractors and operatives are made aware of the need to maintain the site in a tidy condition throughout the contract.

Every operative has a duty to ensure that his workspace and that of those around him is kept in a clean and tidy state.

Operatives, Sub-Contractors operatives and occasional visitors to site will be disciplined by the Site Manager in the event of them causing harm to the welfare of those around them. In this regard, operatives will be encouraged to show respect to their work colleagues.

Brick bundles will not be stacked more than two bundles high on a level base. Banded blocks will not be stacked more than three blocks high on a level base.

Particular emphasis is to be placed on instructions to all employees and Sub-Contractors on the safe disposal of steel and nylon banding used to contain bundles of material delivered to site.

The Site Manager will ensure that stacking areas are prepared and that materials are called off in quantities which will not create difficulties on site.

The Site Manager will ensure that all waste materials are clear and disposed of safely as work proceeds. All materials delivered to site will be stored safely, ensuring that accesses are not obstructed.

All openings in floors must be securely covered or be clearly marked to show that there is an opening below.

Debris and materials must not be thrown or dropped from scaffolds or buildings unless a chute is provided, or other suitable safe method used.

The Site Manager will arrange for sufficient labour and plant to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities etc., to be carried out in accordance with these standards.

Accident Reporting

All injuries resulting from accidents on site or in other workplaces, however minor, will be reported by the Supervisor (or Office Manager as appropriate) on the Accident Report form. This applies to injuries received by members of the public, visitors etc. as well as Company employees. Safety Services (UK) Limited should be advised of any accident involving hospitalisation or resulting in more than three days off work.

In the event of a fatal or major injury to any person, or dangerous occurrence as defined by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 the Health & Safety Executive must be notified via the appropriate online form;

<http://www.hse.gov.uk/riddor/report.htm>

Safety Services (UK) Ltd may also be notified as soon as possible.

Over-seven-day injuries

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Over-three-day injuries

Employers must keep a record of over three-day injuries. If you are an employer, who has to keep an accident book, the record you make in this will be enough.

Online

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records

Telephone

All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only. Call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

For an over 7 day injury there is no requirement to phone the HSE immediately but it must be reported within 15 days.

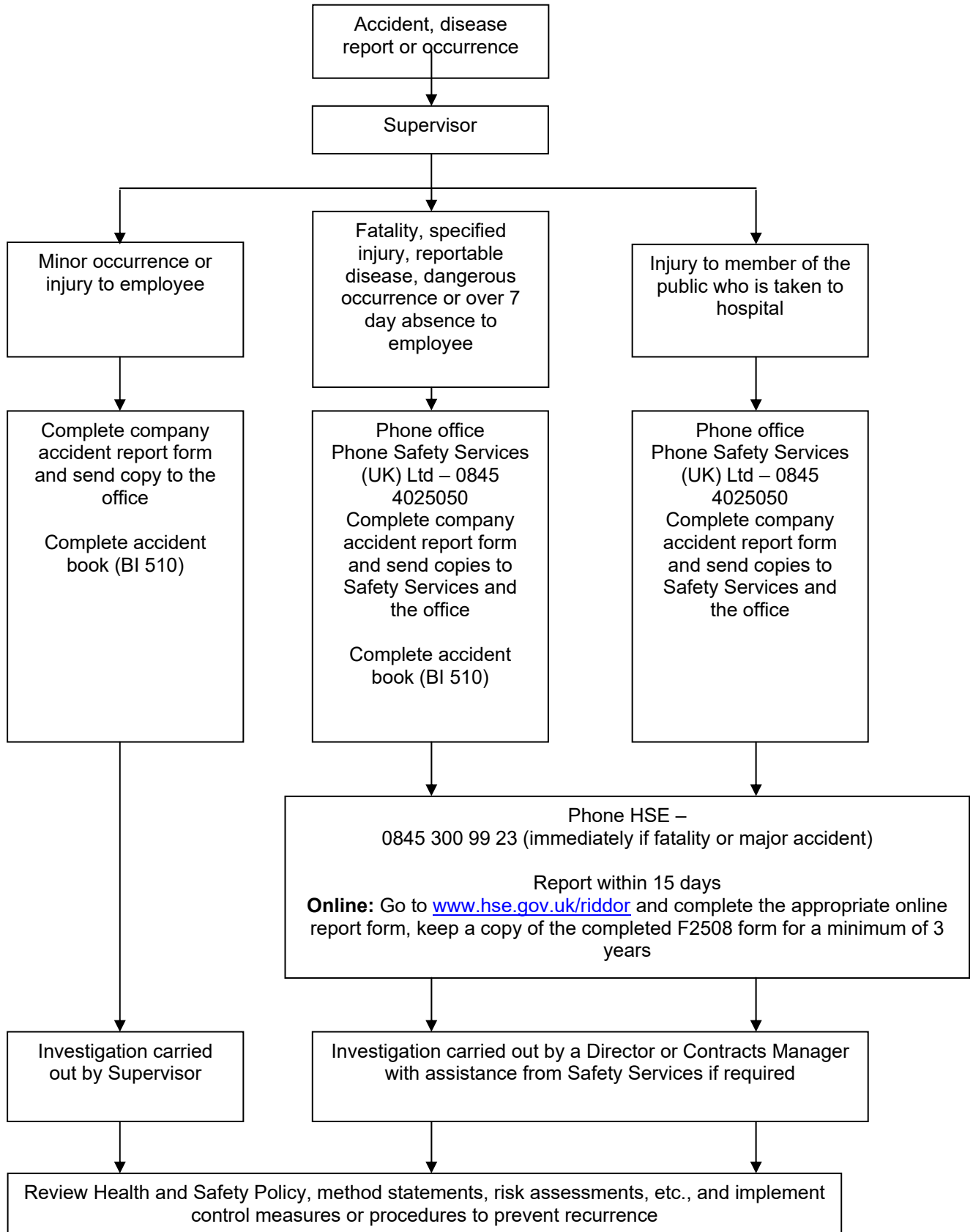
Accident Book BI510 or equivalent will be available at each site and office to ensure any injured employee can record details of his/her accident. All sections of appropriate pages must be fully completed.

Any claim made for Industrial Injuries Benefit by an employee will result in Form B176 being received by the Company from the Department of Work & Pensions. This will be completed by the Company Secretary and returned to the Department of Work & Pensions as required.

Copies of all used notification forms will be kept for at least three years from the date of notification. The Company Secretary or Safety Director will keep these records. Safety Services (UK) Ltd may investigate all reportable accidents and forward a copy of the Investigation Report to the Company with any photographs, statements or other relevant material for use by Company Insurers or legal advisers. This investigation report is privileged information and must not be issued to any other person without permission of Company Insurers or legal advisers.

The Supervisor must investigate all accidents resulting in damage on site and details reported to the Company Safety Director.

Accident Reporting and Investigation Flowchart



Asbestos

Asbestos is a generic term for a number of silicates of iron, magnesium, calcium, sodium and aluminium that appear naturally in fibrous form. In the 2012 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or any mixture containing any of the said materials".

General obligations are covered by the **Health and Safety at Work Act 1974**. Specific legislation regarding asbestos is defined in the:

The Control of Asbestos Regulations 2012 SI 2012 No. 632

Reference should also be made to the following Health and Safety Executive (HSE) publications:

L143 (2nd)	Managing & Working with Asbestos (second edition)
HSG210 (3rd)	Asbestos Essentials Task Manual (Third edition)
HSG 227	Managing Asbestos in premises
HSG 247	Asbestos: The licensed contractors' guide
HSG248	Asbestos: The analyst's guide for sampling, analysis and clearance procedures
INDG223	Managing Asbestos in workplace buildings

Duty holders have an explicit duty to assess and manage the risks from asbestos in premises in compliance with **Regulation 4 of The Control of Asbestos Regulations 2012**. Each premises assessment will be used to produce a Management Plan which details and records the actions to be undertaken to manage and reduce the risks from asbestos and have a requirement to pass on information about the location and condition of Asbestos Containing Materials in non-domestic premises, to anyone likely to disturb them.

All work will be planned to take the above standards into account.

Under the 2012 Regulations duty holders have to undertake an assessment of their premises to establish the likely presence of Asbestos. Reference should be made to asbestos registers when planning work on existing premises.

The Contracts Manager will seek confirmation of the existence or otherwise of asbestos on site. Should asbestos be known to exist, the Contracts Manager will review and, if necessary, amend the method statement and risk assessments as appropriate.

All operatives will be informed that asbestos exists on site and will be given specific instructions by the Supervisor as to how it affects them in their working practices. Recognised control procedures will be employed and operatives will report defects or non-compliance in the procedures to the Supervisor immediately.

All operatives will be given training, advice and guidance on the likely form that asbestos containing materials may take on the project, and how to recognise suspect material.

The Supervisor will control all other operatives as a consequence of the actions and advice of the specialist contractor.

Where operatives are likely to be exposed to asbestos at or above the control limits, and exposures cannot reliably be estimated, the company is obliged to keep monitoring records for a period of at least five years, and for at least 40 years if the Action Level is also likely to be exceeded.

Operative exposed to asbestos at or above the Action Level must undergo medical surveillance.

No operative will be allowed to work in areas identified by the specialist contractors as being affected by asbestos.

The Supervisor will designate "No Go Areas". Only employees of a specialist contractor, or persons authorised by that contractor will be allowed access to the designated areas.

If the presence of asbestos is unexpectedly "discovered" during normal working activity, the Supervisor must be informed immediately and the procedures outlined in 'Planning' above will be put into effect. The Supervisor will stop work in all areas he feels may be affected until specialist help arrives. The Contracts Manager will also be immediately informed.

The spread of asbestos from one place to another must be prevented or reduced to the lowest levels possible.

Suitable and adequate washing and changing facilities will be provided on site for all persons exposed to asbestos. These facilities will include somewhere to store protective clothing and equipment. Disposal of contaminated clothing and equipment that cannot be decontaminated must also be arranged.

All plant, machinery and protective equipment exposed to asbestos dust will be taken out of service (if not removed as asbestos waste) until it has been thoroughly cleaned before it will be used again.

Raw asbestos and asbestos waste must always be stored and transported in sealed properly labelled containers.

No employee/contractor will resume work in the contaminated area until a clean air certificate/certificate of reoccupation has been issued by the specialist licensed removal company.

Allowed activities

Almost all work with asbestos containing materials will require work to be done by licensed contractors/specialists, however there are some circumstances where this does not apply, which includes:

Work where exposure is sporadic and of low intensity

The risk assessment shows that the exposure of any employee to asbestos will not exceed the control limit (0.6 f/ml [10 mins] or 0.1 f/ml [4 hrs])

The work involves:

- Short, non-continuous maintenance activities
- Removal of materials where the fibres are firmly held in a matrix
- Encapsulation or sealing of asbestos-containing materials which are in good condition
- Air monitoring and control, and collection and analysis of samples to ascertain whether a specific material contains asbestos.

A safe system of work must be planned and clearly explained to the employees involved.

Highly Flammable Liquids

Highly Flammable Liquids are defined in **The Dangerous Substances and Explosive Atmospheres Regulations 2002 as amended 2004** and must be stored and used in accordance with those regulations. This section also applies to liquids, which are not highly flammable, as defined in the regulations, but can be a fire hazard, e.g. gas oil.

The Petroleum (Consolidation) Act 1928 and the **Petroleum Mixtures Order** may apply to the storage of petrol and products containing petroleum on site or other premises.

Guidance documents and Codes of Practice give advice on the requirements necessary to comply with the regulations and will be complied with on the Company sites. These include:

HSG51 The Storage of Flammable Liquids in Containers

Information on the requirements of the regulations and the Guidance Notes will be provided by Safety Services (UK) Ltd.

All work will be planned to take the above standards into account.

The Contracts Manager will ensure that suitable storage facilities are provided for Highly Flammable Liquids, in accordance with the above standards, and will arrange for a licence for the storage of petroleum or petroleum mixtures, where applicable.

The Contractor will ensure that suitable storage facilities are provided for liquids which are not defined as Highly Flammable, but which could be a fire hazard and will arrange for any necessary firefighting equipment or materials to be available before work starts.

The Site Manager will ensure that the planned storage facilities are provided and maintained and that all Highly Flammable Liquids are kept in storage facilities until required for use.

The Site Manager will ensure that fire resistant, absorbent material is available to soak up any spillage of Highly Flammable Liquids and that this material is immediately disposed of safely after use.

The Site Manager will ensure that any firefighting equipment, storage facilities, signs, notices, containers etc., are checked at weekly intervals and that any action is taken to rectify and that any defects are noted.

The Site Manager will ensure that the Flammable Substance store is marked clearly on the site fire plan.

Appropriate action will be taken against any person disregarding safety instructions, signs or notices or misusing Highly Flammable Liquids.

Safety Services (UK) Ltd may be asked for advice when there is any doubt about precautions required, or where Highly Flammable Liquids are used in large quantities or in unusual situations.

Ladders

All ladders must be provided and used in accordance with **The Work at Height Regulations 2005 (Amended 2007)**.

Only ladders constructed in accordance with **BS 1129 (Timber) Industrial Grade** and **BS 2037 (Aluminium)** or **BS EN 131 (Steel, Aluminium, Wood or Fibreglass)** will be used.

Further information on the requirements of the Regulations and recommendations of Guidance Notes is available from Safety Services (UK) Ltd as required.

All work will be planned to take the above standards into account.

Where possible consideration should be given to avoiding work at height or minimising the duration of the activity.

The Contracts Manager will select correct access for the type of work and duration.

The Contracts Manager will arrange for the required number and type of ladders to be provided, taking into account the above standards and the work to be carried out.

The means of securing ladders will be planned as far as possible and sufficient materials made available.

Training provided to Site Managers and operatives will include the hazards and precautions relating to ladders and their use.

Ladders must be checked by the Site Manager before use, to ensure that there are no defects, and will be checked at least weekly while in use on site. Where a defect is noted, or a ladder damaged, it will be taken out of use immediately. The Site Manager will ensure that proper storage is provided for ladders, under cover where possible, and with the ladder properly supported throughout length.

The Site Manager will check that ladders in use are secured, have a solid, level base and are being used correctly. Ladders will not be used to provide access, or a working position, if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands etc.).

Methods of use, which will result in damage to the ladder, will not be permitted, e.g. securing ladder with scaffold clip, placing board on rung to form working platform or ramp, etc.

The main hazards associated with ladders are:

- Not securing the ladder properly
- Unsafe use of ladder (over-reaching, sliding down etc.)
- Using ladder where safer method should be provided
- Using ladder with defect
- Unsuitable base to ladder
- Insufficient handhold at top of ladder, or at stepping off position
- Insufficient foothold at each rung
- Using ladder near overhead electrical cables, crane contacts etc.
- Ladder at unsuitable angle, swaying, springing etc. (recommend angle 1 in 4 or 70°).
- Insufficient overlap of extension ladders
- Undertaking two handed work operations

Ladders will be removed to storage, or made inaccessible by some means, at the end of each working day, to ensure that unauthorised access to scaffolds etc. by others, particularly children, is prevented.

Electricity on Site

In addition to the general duty of care every employer has to employees and members of the public outlined in sections 2 and 3 of **The Health and Safety at Work etc. Act 1974** specific responsibilities for electrical safety are covered by the **Electricity at Work Regulations 1989**.

Further information is available from Health and Safety Executive (HSE) Guidance Notes;

HSG107	Maintaining Portable and Transportable Electrical Equipment
HSG85	Electricity at Work - Safe Working Practices
GS6	Avoidance of Danger from Overhead Electrical Lines
GS38	Electrical Test Equipment for Use by Electricians
HSR25	Memorandum of Guidance on Electricity at Work Regs 1989
HSG141	Electrical Safety on Construction Sites
	The Low Voltage Electrical Equipment Regulations 1989

All work will be planned to take the above standards into account.

All electrical work will be planned and carried out by qualified electricians.

The Contracts Manager will ensure that only bona-fide electrical contractors will be employed to install, construct and maintain electrical supplies. Proof of competence is required.

The Contracts Manager, in conjunction with the Site Manager and electrical contractor, will plan the temporary electricity supply and distribution on site, in accordance with the above standards.

When cutting-off, shutting down or decommissioning an electrical supply the appropriate permit to work or certificate will be obtained.

The employed specialist contractor will strictly carry out the supervision of all electrical work only. This contractor will keep the Site Manager informed at all times about the work and how it is progressing.

The Site Manager will supervise all other operatives as a consequence of the advice given to him by the specialist contractor.

The Site Manager will discipline (and possibly dismiss) any unauthorised operative caught tampering with mains electricity supplies.

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

All electrical supplies to tools and equipment used on site will be taken from a 110V (CTE) source. 240V supplies should not be used unless there are exceptional circumstances and additional precautions are taken.

Should an operative encounter mains electricity cables during the process of work he will notify the Site Manager immediately who will seek the advice of a qualified electrician.

Electrical Power Tools

The following regulations apply to the use of electrical power tools on site or other workplace:

The Electricity at Work Regulations 1989
The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4
Personal Protective Equipment at Work Regulations 1992
The Provision and Use of Work Equipment Regulations 1998

Guidance on the safe use of electricity on construction sites is found in the following publications:

The I.E.E. Regulations for the Electrical Equipment of Buildings, Section H.

Reference should be made to British Standards:

BS 7375 Code of Practice for Distribution of Electricity on Construction and Building Sites
BS 7430 Code of Practice for Earthing
BS 4363 Distribution units for electricity supplies for construction and building sites
BSEN 60309 Plugs, Sockets and Couplers for Industrial Purposes

Various other British Standards apply to the type of cabling and power tools.

Reference should also be made to the following Health and Safety Executive (HSE) publications:

PM 29 Electrical Hazards from Steam/Water Pressure Cleaners
PM 38 The Selection and Use of Electric Hand Lamps
HSG141 Electrical Safety on Construction Sites

Information on the requirements of the regulations and advisory literature is available from Safety Services (UK) Ltd.

All work will be planned to take the above standards into account and all electrical equipment on the Company sites, or other workplaces, will be supplied, installed, maintained and used in accordance with the above standards.

All portable electrical equipment used on site must be tested for safe working and tagged in accordance with the 1989 Regulations.

The Contracts Manager must ensure that all power tools provided for use on site, or other workplace, are in accordance with the relevant British Standards and adequately PAT Tested.

No power tools or electrical equipment of greater voltage than 110V (CTE) shall be used on sites, unless special arrangements are made. In circumstances where higher voltage equipment is to be used, precautions including protective breakers and if necessary, abrasion resistant or armoured cable may be required. Each circumstance should be considered on its own merits. Lower voltage or intrinsically safe tools, lighting etc., may be required in damp or confined situations. Safety Services (UK) Ltd may be consulted in these situations if there is any doubt or concern.

All Hired equipment will be checked for Maintenance and Inspection records by the Site Manager prior to issue to site.

The Site Manager will ensure that all Power tools and the temporary electrical supply is installed and tested, as planned.

The Site Manager will ensure that any specific training is required is given or arranged with a competent provider.

The Site Manager will ensure that all Sub - Contractors equipment is in good condition and tested. Immediate action will be taken against any person or Sub - Contractors abusing or incorrectly using electrical equipment on site.

The Site Manager must ensure that all power leads are installed clear of access ways and preferably above head height.

Festoon lighting equipment should be secured above head height. Where festoon lighting equipment is installed, it must not be of the screw or pin contact type, only properly constructed sets with moulded on fittings will be used.

The Site Manager will ensure that any portable generator, or other electrical equipment fitted with an earth rod, has the earth rod and connection maintained in good condition.

Only authorised persons are permitted to repair or alter electrical equipment. Any defect noted in electrical equipment must be reported to the Supervisor, so that immediate steps can be taken to have defects remedied by electrical or hire company.

All cable connections must be properly made; under no circumstances is insulation tape to be used for any repair or joint in extension cables.

On festoon lighting all bulb sockets are live; steps are, therefore, to be taken to protect open sockets when a bulb is not fitted. As well as the fragments of glass of broken bulbs being a hazard, it must be remembered that the protruding filament wires would still be live.

The trained operative will carry out a visual inspection of the electrical power tool and its power leads prior to commencing work.

Power tools must be maintained in good condition with casing intact and label fitted showing voltage and other information.

A competent electrician will carry out regular inspections of all electrical equipment on site.

Safety Services (UK) Ltd may provide any advice required on the safe use of electrical equipment on site and will report immediately any defects noted in electrical equipment during site inspection visits.

Homeworking

The **Health and Safety at Work etc. Act 1974** and the **Management of Health and Safety at Work Regulations 1999** places duties on employers even if the employee is involved in homeworking. Homeworkers are those people employed to work at home for an employer (usually on a regular basis)

The Health and Safety at Work etc. Act 1974
The Management of Health and Safety at Work Regulations 1999
The Display Screen Equipment Regulations
The Manual Handling Operations Regulations
The Control of Substances Hazardous to Health Regulations
The Provision and Use of Work Equipment Regulations

May apply to homeworkers either in full or in part - the requirement to assess the risk and ensure that adequate controls are in place still applies even though the homeworker is not working in an employer's premises.

For guidance see HSE publication "Homeworkers –Guidance for employers and employees" INDG226

Risk assessments should be carried out of the work activities carried out by homeworkers to decide whether enough steps have been taken to prevent harm to them or anyone else who may be affected by their work.

If the risk assessment does not identify any significant hazards or the risks identified are low then further action may not be necessary unless the circumstances change.

Assessments should include all equipment and materials that are provided by the employer, the homeworker is responsible for any equipment that is their own and also for electrical supplies and sockets etc. that are part of their home.

Homeworkers will by their nature tend to work alone and with minimal supervision if any - employers should ensure that they have arrangements in place to check that the homeworkers are safe and that any issues identified are addressed.

Supervision could include contact by telephone or other remote means and will not necessarily mean visiting the homeworker

The Employer will make arrangements for putting into practice all the control measures, which have been identified as being necessary in the risk assessment.

Allowance may need to be made for the provision of:

- extra training and supervision
- first aid information
- the provision of information to employees
- Lone working
- the provision of additional equipment to assist with handling or using any item of employer supplied equipment.

Homeworkers should also be made aware of the need to report any accidents that occur while homeworking and of the requirements to report any accident, disease or dangerous occurrence under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Driving

The use of a company vehicle for company business is covered under:

The Provision and Use of Work Equipment Regulations 1998.
Road Safety Act 2006 (Commencement No. 4) Order 2008
Crime and Courts Act 2013 inserted S 5A in the Road Traffic Act 1988 - drug-driving offence

Company drivers will be assessed to ensure they are competent drivers and have a current licence for the type of vehicle they are to drive.

Company drivers will be given adequate information and resources to ensure they can carry out their role safely and effectively.

Company vehicles will be maintained and serviced in accordance with the manufacturers' recommendations.

All accidents occurring while driving for the Company will be reported to the relevant manager to ensure the accident is reported in the correct manner.

Seat belts must be worn when fitted in the vehicle.

Smoking is not allowed by any staff in any Company vehicle.

No person is allowed to travel in the box section of any vehicle.

Whilst offloading, hands and feet are to be kept clear of the tail lift.

Ensure all loads are secure and in particular ensure that they will not fall when the vehicle door/ shutter is lifted.

Under no circumstances should mobile telephones be used whilst driving unless a suitable hands-free arrangement is in place. Where possible hands-free kits will be supplied and should be used if it is necessary to use whilst a vehicle is in motion and it is safe to do so.

Drivers must always obey general road safety legislation and must never drive whilst impaired by fatigue, alcohol or drugs.

Whilst driving on company business short journeys are encouraged but if longer trips are necessary then drivers are encouraged to take a break every 2 hours and not to drive when tired.

Drugs and Alcohol

It is illegal to drive if either:

- You have over the alcohol limit for drivers of 80 milligrams of alcohol/100millilitres of blood, 35 microgram/100 millilitres of breath or 107milligrams/100 millilitres of urine (England and Wales) or 50 milligrams of alcohol in every 100 millilitres of blood or 22 micrograms of alcohol per 100 millilitres of breath (Scotland).
- you're unfit to do so because you're on legal or illegal drugs
- you have certain levels of illegal drugs in your blood (even if they haven't affected your driving)

Legal drugs are prescription or over-the-counter medicines. If you're taking them and not sure if you should drive, talk to your doctor, pharmacist or healthcare professional.

It's illegal in England and Wales to drive with legal drugs in your blood if it impairs your driving.

It's an offence to drive if you have over the specified limits of certain drugs in your blood and you haven't been prescribed them.

Talk to your doctor and refer outcomes to your line manager about whether you should drive if you've been prescribed any of the following drugs:

- clonazepam
- diazepam
- flunitrazepam
- lorazepam
- methadone
- morphine or opiate and opioid-based drugs
- oxazepam
- temazepam

You can only drive after taking these drugs if:

- you've been prescribed them and follow advice on how to take them by a healthcare professional
- they aren't causing you to be unfit to drive even if you're above the specified limits

Note - You must inform your line manager if you are taking any of the prescription drugs listed above and must not drive on company business until formal approval is given following discussions and review of healthcare professional's notes

Mobile Telephones and In-Car Technology

The Road Vehicles (Construction and Use) (Amendment) (No. 4) Regulations 2003 apply to the users of mobile telephones when driving.

HSE guidance INDG 382 Driving at Work – Managing work related road safety

All users of mobile telephones must not use a hand held phone when driving. “Hands-free” phones are acceptable providing that the phone does not have to be held in the hand at any time when in use.

The user must exercise proper control of the vehicle at all times. Never use a hand held mobile phone or microphone when driving. Using hands free equipment may also distract the users’ attention from the road, and should only be used when on the move if it is considered safe to do so. It is far safer not to use any telephone while driving - find a safe place to stop first.

There is also a danger of driver distraction being caused by in-vehicle systems such as route guidance and navigation systems, congestion warning systems, PCs, multi-media, etc. Do not operate, adjust or view any such system if it will distract your attention while you are driving; you must exercise proper control of your vehicle at all times. If necessary find a safe place to stop first.

Alcohol, Drugs and Medication

The following legislation relates to the use of Alcohol, drugs and medication at work

The Misuse of Drugs Act 1971
The Health and Safety at Work etc. Act 1974
Road Traffic Act 1998
Transport and Works Act 1992
Management of Health and Safety at Work Regulations 1999
Data Protection Act

Reference should also be made to the following Health and Safety Executive (HSE) publication;

INDG240 Don't Mix it: A guide for Employers on Alcohol at Work
INDG91 Drug Misuse at Work

The risk posed by the use of alcohol and drugs affects, not only the safety the individual, but also the safety of others, both employees and non-employees. The Company recognises its duty under the above legislation to ensure suitable controls are in place to manage the risks. The Company has adopted a zero tolerance attitude towards non-compliance. Individuals working whilst under the effects of intoxicating liquor or non-prescribed drugs/medication may be subject to instant dismissal. This policy is applicable to all company employees at all levels and will be enforced accordingly. The Company recognises that arranging support for the affected employee may be more appropriate, in certain circumstances, than dismissal and aims to take a responsible approach.

The use of intoxicating liquor or non-prescribed drugs/medication is prohibited at all times whilst on site and during the working day. To this end possession of such items on site is also strictly forbidden. Any employee suspected of either taking or possessing intoxicating liquor or non-prescribed drugs/medication will be removed from site with immediate effect and, subject to an investigation, may be liable for dismissal. Furthermore anyone found in possession of, or dealing in drugs, will be reported to the Police.

Where the company has reason to suspect that an employee is under the influence of intoxicating liquor or non-prescribed drugs/medication at the commencement of work, the company shall make suitable arrangements to have that employee prevented from starting work. Where such circumstances arise the company shall request of the employee a program of suitable testing by a competent medical practitioner.

Where an employee approaches the Company and voluntarily admits to a dependency, the Company will take a responsible approach and refer the individual to a relevant body for professional help and guidance. Under these circumstances no disciplinary action will be taken, until a full assessment has been undertaken. The employee may be offered alternative work and subject to health surveillance before being allowed to return to full time work on completion of the assessment.

Where such surveillance is undertaken, information will be stored and communicated in accordance with relevant legislation and the Data Protection Act. 98

Where an employee is prescribed medication which may affect their performance at work, they must notify their Supervisor immediately. An assessment of the risks will be undertaken, giving due regard for the type of work being undertaken and the potential risk to others within the area. A record will be kept of all such notifications.

It is a responsibility of all employees to report those who they know, or suspect, are not complying with this company policy. Those in supervisory or managerial roles have a responsibility to take action as soon as an allegation is made.

Smoking

Smoking is now banned in almost all enclosed or substantially enclosed public places and workplaces.

There are specific exemptions that are covered later in this section

The following legislation relates to Smoking (It should be noted that this legislation is not made under the Health and Safety at Work etc. Act 1974 and will be enforced by authorities other than the HSE)

The Health Act 2006

The Smoke-free (Premises and Enforcement) Regulations 2006

The Smoke-free (Signs) Regulations 2007

The Smoke-free (Exemptions and Vehicles) Regulations 2007

The Smoke-free (Penalties and Discounted Amounts) Regulations 2007

The Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007

The Smoke-free Premises etc. (Wales) Regulations 2007

The Smoking (Northern Ireland) Order 2006

Smoking, Health and Social Care (Scotland) Act 2005

The Prohibition of Smoking in Certain Premises (Scotland) Regulation 2006

A range of guidance documents, posters and information is being published by national bodies including:

'What you need to know about the new smoke-free law' – Wales

'From 1 July 2007 England will go Smoke-free' – England

'Clearing the air for a healthier Scotland'

See also the following websites:

England

<http://www.smokefreeengland.co.uk/>

Wales

<http://www.smokingbanwales.co.uk/english/>

Northern Ireland

<http://www.spacetobreathe.org.uk/>

Scotland

<http://www.clearingtheairscotland.com/>

These sites give details of the free resources that can be obtained free of charge.

Under the ban it is an offence to smoke – or permit others to smoke – in enclosed public places or work premises. People will still be allowed to smoke outdoors and in private homes, as well as in certain residential premises such as care homes, army barracks and prisons.

It is the duty of any person who controls or is concerned in the management of smoke-free premises to cause a person smoking there to stop smoking.

Additionally, the ban includes all public transport and any vehicle used as a workplace by more than one person – regardless of whether they are in the vehicle at the same time – it will have to be smoke-free at all times. This applies even if all persons who use or travel in the vehicle smoke.

Employers or duty holders should display approved signs at each entrance to their premises that states "No Smoking. It is against the law to smoke in these premises" and includes the international no smoking symbol. Signs must be at least A5 in size.

Signs with the symbol only can be displayed if:

The premises are located in other smoke-free premises that carry the A5 sign and the entrance is not intended for public use; so long as at least one A5 sign with the required wording is displayed at one of the building's other entrances.

Vehicles will be required to display a 70mm diameter sign with the international no smoking symbol on it.

Companies that fail to prevent smoking can be fined up to £2500 individuals smoking in prohibited areas could be fined up to £200 (although there are also lower fixed penalty fines)

Failure to display a sign could result in an on-the-spot penalty of £200 which could rise to £1000 if the case goes to court.

Employers should ensure that all employees are made aware of the requirements of the smoking ban and that it is a breach of company rules to smoke in premises and/or company vehicles.

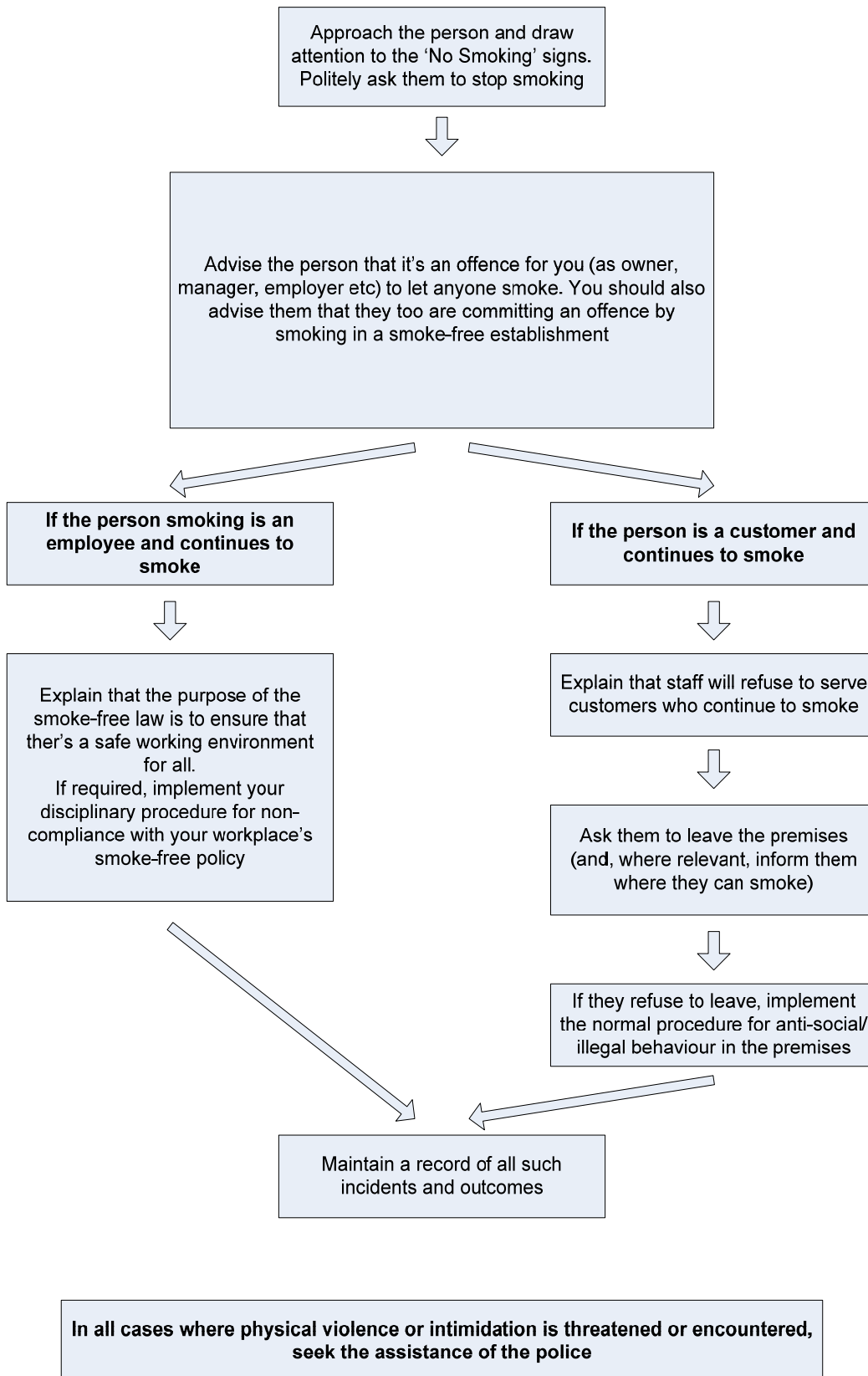
If members of the public, visitors or customers are likely to be present then company procedures should be established and communicated so that all staff understand what they should do. A suggested procedure is attached in the following flowchart.

Many people will use the new smoking law as an opportunity to stop or cut down on their smoking. Taking a positive and supporting role should be considered.

There is no obligation to provide a smoking shelter however if a decision is made to provide one, employers should ensure that it is not enclosed or substantially enclosed (it cannot have walls that enclose more than 50% of the space; the roof does not count)



Action to consider if someone ignores the smoking ban



Lone Workers

There are some situations where there is a serious risk to a person if he is injured whilst working alone, because he/she is unable to summon help.

Under **The Health and Safety at Work etc. Act 1974**, there is a duty on every employer to ensure, so far as is reasonably practicable, the health safety and welfare at work of all his employees. This duty, therefore, applies to lone workers. It is necessary for the employer to consider in some depth the hazards and risks of the work involved and to take steps to minimise the hazards and so reduce those risks so far as is reasonably practicable.

With any lone worker situation, the common-sense approach should be taken relative to the inherent risks involved. A Risk Assessment should be developed to ensure that suitable and sufficient controls are implemented. If the risks cannot be adequately controlled, then lone working should not be allowed or undertaken. Consideration should be given to the suitability of the person in relation to their medical condition and the availability of emergency procedures and facilities.

A system of regular telephone calls is one way of reducing the risks to lone workers and all employees who find themselves in such a situation should comply with the company regulations as detailed.

In addition to **The Health and Safety at Work etc. Act 1974** there are a number of specific legal provisions which specify systems of working which require more than one person. These include:

- Work in Compressed Air Regulations 1996;
- Diving at Work Regulations 1997;
- Control of Substances Hazardous to Health Regulations;
- Carriage of Explosives by Road Regulations 1996;
- Electricity at Work Regulations 1989

There are other provisions which require work to be done under “the immediate supervision of a competent person” or similar wording, which would suggest that the work, although carried out by one person, must be done in the presence of another.

Reference should be made to the HSE Books leaflet: **INDG 73 “Working alone in safety”**

Working in Occupied Dwellings

Where work undertaken by the company involves working in or on an occupied residential dwelling, then additional risk assessments will be undertaken to assess whether there is any risk to any employee from the occupants or others that may be in the vicinity.

Advice will be sought from the client if it identified that this is the case. If the risk is significant, work will only be undertaken when additional safety and security measures have been introduced.

If the risks are from drug abuse related products, the guidance elsewhere in this document will be referred to.

If an employee, at any time, feels that he or she is in an unsafe environment, work shall cease until the issue has been resolved.

Working in Occupied Premises

Where work undertaken by the company involves working in or on occupied premises, then additional risk assessments will be undertaken to assess whether there is any risk to any employee from the occupants or others that may be in the vicinity.

Advice will be sought from the client if it identified that this is the case. If the risk is significant, work will only be undertaken when additional safety and security measures have been introduced.

If the risks are from drug abuse related products, the guidance elsewhere in this document will be referred to.

If an employee, at any time, feels that he or she is in an unsafe environment, work shall cease until the issue has been resolved.