



MERCIA
ENVIRONMENTAL SERVICES



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Company Health and Safety Policy

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General Statement of Intent	4
Organisation	5
Health and Safety Organisational Chart.....	5
Individual Responsibilities	6
Arrangements for Implementation	27
Management of Health and Safety	27
Safety Audits and Inspections	29
Risk Assessment	30
Dynamic Risk Assessments	30
Safe Systems of Work	30
Permits-to-Work	31
Monitoring Health & Safety Performance	31
Consultation with Employees	31
Employees Working on Site of 'Another'	31
Health & Safety Advice.....	32
Information, Instruction, Training and Supervision	32
Young Persons	34
Lone Working	34
Working Time	35
Health Surveillance	35
Fitness for Work	35
Data Protection	36
Civil Claims	36
Occupational Stress	36
Mental Health Well-being at Work	37
Managing Contractors.....	37
Drugs, Alcohol and Smoking	38
Violence	39
Construction, Design and Management	39
Control of Asbestos Containing Materials	41
Plant, Machinery and Work Equipment.....	43
Housekeeping	44



Welfare Facilities	44
Access and Egress	44
Abrasive Wheels	45
Extension Cables & Outdoor Use	45
Lifting Operations and Lifting Equipment	46
Mobile Elevated Work Platforms (MEWP).....	46
Cartridge Operated Tools	47
Manual Handling	47
Display Screen Equipment (Computer Users)	47
Working at Height	48
Demarcation/Safety Signs	49
Hazardous Substances	50
Noise	50
Vibration	51
Occupational Road Risk - Tiredness and Mobile Phones	52
Emergency & Continuity	53
Pandemic Outbreak	54
Personal Protective Equipment	54
Personal Hygiene	54
Environment	56
Waste Disposal	57
Record of Document Amendments	58

General Statement of Intent

Mercia Environmental Services, (*The Company*) believes that excellence in the management of Health and Safety is an essential element within its overall business plan – a good Health and Safety record goes hand in hand with high productivity and quality standards.

People are the most important asset to this company and therefore we are totally committed to ensuring their health, safety and welfare at all times. From an economic point of view, the company believes that prevention is not only better, but also cheaper than cure. There is no necessary conflict between humanitarian and commercial consideration. Profits and safety are not in competition. On the contrary, safety is good business.

The Company is committed to ensuring that it complies with all relevant Health and Safety legislation and where it is reasonably practicable to do so, the company will strive to go beyond the requirements of legislation. To achieve this, the company will provide the necessary resources and will seek the co-operation of all its employees for the purposes of implementing this policy. Moreover, the Company will also ensure all employees are adequately qualified and experienced to allow them to carry out their work safely and without risk.

The Company is committed to ongoing monitoring and review processes, so that continual improvement in the management of Health and Safety can be achieved. Our general intentions are:

- ❖ To provide adequate control of the Health and Safety Risks arising from our work activities which may affect employees or others.
- ❖ To consult with our employees on all matters affecting their Health and Safety.
- ❖ To provide and maintain safe equipment.
- ❖ To provide information, instruction, training, and supervision for employees.
- ❖ To prevent accidents and cases of work-related ill health.
- ❖ To maintain safe and healthy working conditions and
- ❖ To revise and review this policy at regular intervals.

Signed:



Name/Position: James Overthrow – Director

Date: 01st June 2023

Review Date: 01st June 2024

Organisation

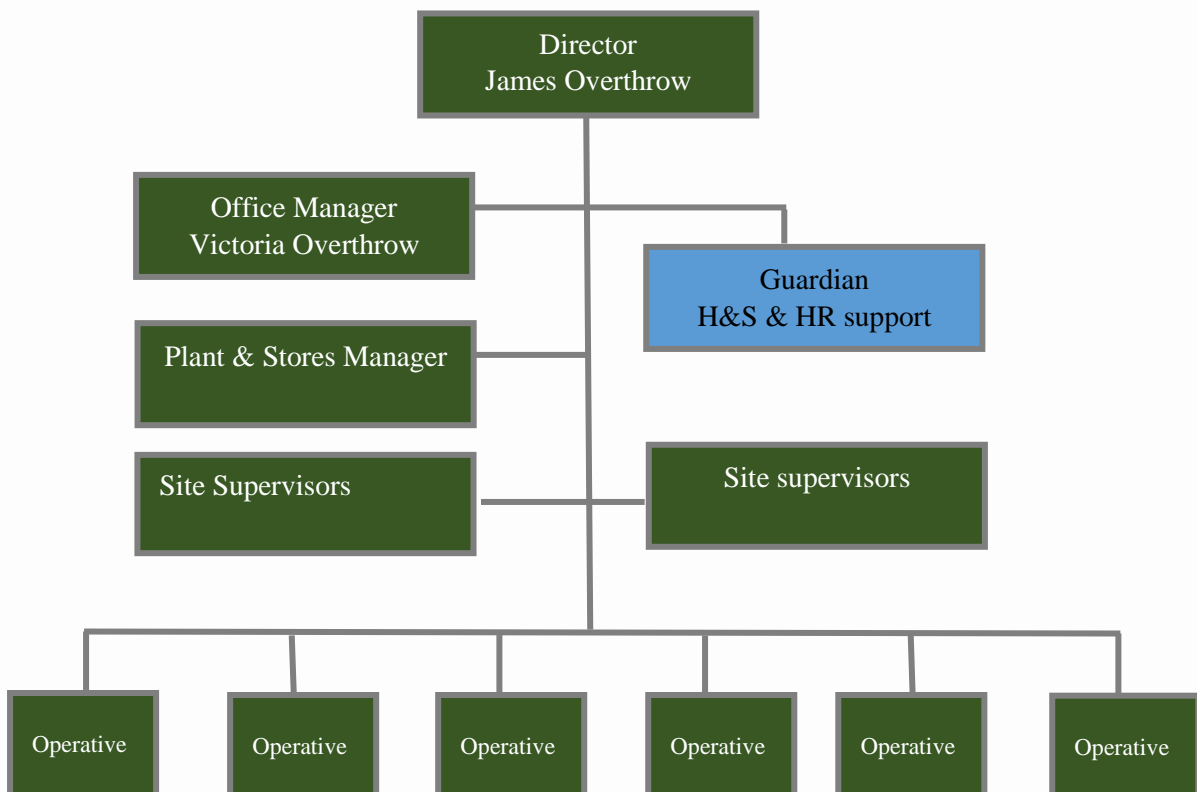
The Director is responsible for the overall Health and Safety of the company.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to managers.

To ensure that Health and Safety standards are maintained and improved, the following people have responsibility in the following areas:

<i>Name:</i>	<i>Responsibility:</i>
Director	Strategic implementation and monitoring
Director and Managers	Strategic and operational implementation and monitoring
Managers and Supervisors	Operational implementation and monitoring
Employees	Operational implementation

Health and Safety Organisational Chart



Individual Responsibilities

To ensure that Health and Safety standards are maintained and improved, the following people have the responsibility in the following areas:

Director

The Director will champion the Health and Safety of all employees.

He will delegate much of this work to managers but will ensure, by leadership that they take an active interest in Health and Safety Matters.

The Director is responsible for:

- ❖ Issuing the Company Health and Safety Policy Statement.
- ❖ Ensuring that the Policy Statement and Company Policies are understood and implemented by all subordinates.
- ❖ The appointment of one or more competent persons with the responsibility for providing Health and Safety assistance and, ensuring that those appointed have the time available to fulfil their duties.
- ❖ Setting objectives for the reduction of risks to Health and Safety.
- ❖ Taking appropriate action to deal with any item within the minutes of the Health and Safety committee meetings.
- ❖ Ensuring that there are effective means of involvement, communication, and consultation with employees.
- ❖ Ensuring that there are arrangements in place to protect any young person employed from any risks to their Health and Safety at work.
- ❖ The co-ordination and monitoring of the Health and Safety Performance of all.
- ❖ Ensuring that any necessary contacts with external services are arranged.
- ❖ Ensuring that all employees, including senior managers receive relevant training.
- ❖ Establishing a review procedure, so that the progress and performance can be assessed.
- ❖ Ensuring the company has access to Competent Health and Safety advice as required by the Management of Health and Safety at Work Regulations 1999.
- ❖ Ensuring that there exists an effective policy for Health and Safety management, supplemented by additional documents as necessary, and that these documents are implemented throughout the business.
- ❖ Placing on the agenda of each relevant meeting an item entitled “Health and Safety” where reports from the management team on the overall safety performance of the company and any necessary recommendations will be considered.
- ❖ Ensuring this policy is routinely reviewed on an annual basis to ensure the arrangements for Health and Safety remain current and valid.
- ❖ Ensuring that necessary resources and information is made available for the policy to be effectively put into practice.
- ❖ Ensuring that Managers carry out their respective duties regarding Health and Safety within their areas of control.
- ❖ Co-operating and assisting, as necessary, with all enforcing authorities and any other external body concerned with Health and Safety in the course of their duties.

The Guardian Support Consultant's Responsibilities

- ❖ Providing the highest level of competent advice.
- ❖ Ensuring that all policies, audits, and risk assessments performed are suitable and sufficient.
- ❖ Keeping the client informed of applicable legislation changes and the statutory duties that the legislation imposes on them.

Manager Responsibilities

Managers are directly responsible for the sound and effective day-to-day management of the Health and Safety arrangements within their area of responsibility. To satisfy their duty, Manager will:

- ❖ Ensure that the duties and responsibilities for safe working are properly assigned, accepted, and understood by all personnel working in or entering their area of responsibility.
- ❖ Budget for adequate resources to fully implement the Health and Safety policy.
- ❖ Ensure that the health, safety, and welfare arrangements provided are always maintained and available.
- ❖ Take responsibility, as far as is reasonably practicable, for implementing any recommendations arising from any risk assessment carried out within their area of responsibility. Where recommendations cannot be actioned, take responsibility for informing the Director.
- ❖ Ensure that all accidents and near misses are reported and investigated to determine if further controls are necessary to prevent a re-occurrence.
- ❖ Ensure that Health and Safety training is provided to all new department employees as part of the company's overall training programme.
- ❖ Ensure that all employees have been briefed on and understand the Health and Safety Policy along with any safe working systems/procedures relevant to their work.
- ❖ Ensure employees have access to all necessary and relevant information appertaining to their health, safety, and well-being at work.
- ❖ Carry out routine inspections and monitor the activities within their area of responsibility, to ensure all equipment, the working environment, local fire precautions and welfare arrangements satisfy the appropriate standards.

Office Managers Responsibilities

In addition to the General managers responsibilities, the Office Manager also has specific duties within his/her department.

- ❖ The Manager has responsibility for ensuring contractors working on plant, machinery and equipment on Company premises and contractors delivering or removing substances are neither put at risk by Company activities nor put the Company's employees, visitors or members of the public at risk by their activities.
- ❖ The Manager has responsibility for aspects of the Company's Health and Safety policy and procedures appertaining to maintenance. He/she is being responsible for ensuring that: -
 - There is safe use of electricity at work (installation/testing/isolation/safe systems).
 - Equipment checks are carried out.
 - Permits to work are used in defined areas.
 - Any equipment which is or may become hazardous to the health, safety and welfare of employees is isolated or corrected.
 - Personal protective equipment that has been issued is used at all times in designated areas or situations.
 - Hand tools are kept in good working condition and are reported, decommissioned, and scheduled to be repaired when not.
 - Gas and electricity supplies are isolated in the event of fire as far as reasonably practical.
 - The control of contractors working on site within the shift is maintained in order that others are not put at risk.
 - The management team given reports on the misuse of equipment or plant which may become a Health and Safety risk.
 - Safety procedures and safe systems of work are followed and that any non-compliances are reported.

Plant/Depot/Works/Stores Manager

The responsibilities are specific to this role and are in addition to other relevant management responsibilities. The Plant/depot/works/stores manager's responsibilities are to ensure that arrangements exist to deliver the following:

- ❖ All plant and equipment are in a safe condition on leaving its depot or store and that relevant, current inspection/thorough examination certificates and licenses are carried with that item of plant or equipment.
- ❖ All Plant and equipment hired in is from an approved supplier and has current inspection/thorough examination certificates available with it.
- ❖ Inspection planned preventative maintenance and periodic tests and thorough examinations are carried out and that results are recorded.
- ❖ Repairs and maintenance work are carried out in a proper manner by competent personnel.
- ❖ Sufficient information is available regarding the use of all plant, equipment and materials and this information accompanies the item when leaving the depot or store.
- ❖ All plant and equipment defects notified are remedied and plant and equipment are immediately put out of service if it is unsafe or a risk to the environment.
- ❖ Monitor that the above arrangements are effectively implemented

Supervisors Responsibilities

Supervisors have paramount responsibility for the Health and Safety of employees within the area of their control. They can greatly influence company/employee relationships by helping to achieve Health and Safety policies.

They may call on the help of appointed competent persons within the responsibility for providing Health and Safety assistance and other specialists to help them in exercising their responsibilities.

They will:

- ❖ Ensure that the Company Health and Safety policy statement and Company Policies are fully implemented.
- ❖ Actively seek the cooperation and suggestions for improvements from all employees in relation to our Health and Safety Policy.
- ❖ Promote a high standard of Health and Safety.
- ❖ Ensure that suitable and sufficient risk assessments are conducted, reasonable steps are taken to minimise all risks found and that the assessments are reviewed regularly.
- ❖ Establish written safe operating procedures and instructions, for use within their department.
- ❖ Ensure that all employees under their control are fully conversant with, and understand, the Company Health and Safety policy as it applies to them.
- ❖ Ensure that no employee is required to undertake any task without adequate training / job instruction, or which exceeds their capability.
- ❖ Provide appropriate information, instruction, and training to ensure so far as is reasonably practicable the Health and Safety at work of employees.
- ❖ Provide and maintain a safe and healthy working environment, with statutory obligations as a minimum requirement.
- ❖ Maintain the workplace in a safe and risk-free condition and provide a safe means of access to and egress from the workplace.
- ❖ Ensure that all persons under their control have been briefed on and understood Health and Safety Policy, are shown where Health and Safety information is held, and receive sufficient training on fire precautions, first aid arrangements and any other emergency procedures relevant to their development.
- ❖ Consult and co-operate with the Director when matters arise requiring specialist knowledge.
- ❖ Comply with procedures laid down for reporting and investigating accidents; taking prompt action to prevent re-occurrence whenever possible.
- ❖ Ensure high standards of housekeeping are maintained within their area of responsibility.
- ❖ Have arrangements for ensuring the safe use, handling, storage and transport of articles and substances.
- ❖ Provide and maintain plant, equipment and systems of work that are safe and without risks to health.

Employee Responsibilities:

All employees have a statutory duty to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions. To comply with this duty all employees will be expected to:

- ❖ Conform to any legal requirements, company rules, procedures, and instructions necessary for ensuring Health and Safety.
- ❖ Seek advice and instruction from management when situations arise, which may affect the Health and Safety of themselves or others.
- ❖ Report any unsafe equipment, methods of work or any other safety concerns.
- ❖ Stop work and seeking advice if they believe there is an imminent risk of injury to themselves or others.
- ❖ Report any near miss or accident, however slight, and whether injury or damage has been sustained.
- ❖ Always assist with maintaining good housekeeping standards.
- ❖ Not interfere with anything provided to safeguard Health and Safety, e.g., remove, or wilfully discharge fire extinguishers, etc.
- ❖ When there is a legal requirement to, or where the nature of the work requires it, wear the protective clothing and equipment specified.
- ❖ Use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to them by the company in accordance with both any training and instructions they have received in the use of the equipment.
- ❖ Report unsafe plant, tools and equipment and unsafe practices or methods of work.
- ❖ Report any potential Health and Safety hazard including infectious or other diseases, accidents, injuries, or concerns associated with the workplace.
- ❖ Assist in the maintenance of good housekeeping standards.
- ❖ Co-operate with their employer to enable their employer to comply with their statutory duties for Health and Safety Assist where necessary in the investigation of any accidents that occur.
- ❖ Take reasonable care for their own Health and Safety and that of others who may be affected by their actions or omissions at work.

Non-compliance with the Health and Safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

Office Staff

These responsibilities are specific to this role and are in addition to the other relevant employee's responsibilities. The Office Staff Health and Safety Responsibilities are to ensure that arrangements exist to deliver the following:

- ❖ Ensure personnel are fully aware of the procedures in the event of an emergency, including:
 - Any accident, incident, or emergency procedure.
 - Positions of the fire exits, layout out of escape routes and assembly point location/s.
 - Position of the first aid equipment and the identity of the trained first aid personnel.

- ❖ Report any defects in plant or equipment immediately to your supervisor.
- ❖ Ensure plant, equipment and premises are left in a safe and secure state and place when unattended.
- ❖ Always observe good housekeeping and keep corridors, doorways, and floor spaces clear and free from obstruction.
- ❖ Do not attempt to lift or move articles as heavy as likely to cause injury.
- ❖ Do not over-reach for items on high shelves, use the equipment provided.
- ❖ Do not misuse or interfere with equipment provided for the safety of you and others.
- ❖ Do not try to use, repair, or maintain any equipment for which you have received no training or instruction.
- ❖ Report any work-related personal injury or disease to your immediate supervisor and ensure that an entry is made in the accident book at your place of work.
- ❖ Report all potential hazards and incidents that have or could have resulted in personal injury or environmental damage to your immediate supervisor.
- ❖ Report any unsafe situation or task you may feel is unsafe and for which you do not have the appropriate knowledge or training, to your supervisor.

First Aider's Responsibilities

Competent and trained First Aiders will be appointed by the Company with the objective to preserve life, prevent deterioration and to promote recovery of personnel in an emergency by:

- ❖ Answering all emergency calls when on duty (this includes breaks).
- ❖ Reporting and recording all accidents/incidents promptly and forwarding original documentation to the relevant department immediately.
- ❖ Where accidents are of a serious nature, details of accidents are telephoned through to the relevant authority with immediate effect.
- ❖ Replenishing first aid boxes and facilities.
- ❖ Taking due care for the safety of themselves and the safety of others.
- ❖ Attending any training course provided, in particular the three-year refresher certificate.
- ❖ Frequently attend any first aiders' meeting scheduled.

Fire Marshal's Responsibilities

Competent and trained Fire Marshal will be appointed by the Company with the objective to identify, monitor and review fire safety and to assist in an emergency by:

- ❖ Answering all fire calls when on duty (this includes breaks).
- ❖ Directing and organising people during a fire evacuation.
- ❖ Organising regular fire drills in conjunction with the management team.
- ❖ Regularly inspecting workplace premises and fire facilities.
- ❖ Providing feedback on inspections and evacuations.
- ❖ Taking due care for the safety of themselves and the safety of others.
- ❖ Informing the management team of any fire safety related defects.
- ❖ Frequently attending any fire marshals' meeting scheduled.
- ❖ Attend any training course provided, in particular the three-year refresher certificate.

General Contractor's Responsibilities:

Contractors appointed by the Company are obliged to follow all statutory and Company rules and regulations with regards to health, safety, welfare, hygiene, and environmental procedures.

The competence and Health and Safety performance of the contractors will be checked by seeing their Health and Safety policies, risk assessments and method statements before the work commences.

Where the Company believes the required standard of safety performance is not being met, the Company has the right to stop any activities, until satisfied the standards have been achieved.

For all projects, contractors must:

- ❖ Check clients are aware of their duties.
- ❖ satisfy themselves that they and anyone they employ or engage are competent and adequately resourced.
- ❖ Plan, manage and monitor their own work to make sure that workers under their control are safe from the start of their work on site.
- ❖ Ensure that any contractor who they appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site.
- ❖ Provide workers under their control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors' work, and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency.
- ❖ Provide information, training, and a suitable site induction for their workforce
- ❖ Ensure the site is suitably fenced and secured against unauthorised entry
- ❖ Ensure there are adequate welfare facilities for those who work on the site
- ❖ Ensure that any design work they do, complies with Health and Safety.
- ❖ Co-operate with others and co-ordinate their work with others working on the project.
- ❖ Ensure the workforce is properly consulted on matters affecting their Health and Safety.
- ❖ Obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work – for example alterations that could result in structural collapse or work on contaminated land.

Visitor's Responsibilities

All visitors have the following responsibilities:

To observe warning signs and notices.

- ❖ To behave at all times having regard to the Health and Safety of themselves and others who may be affected by their acts or omissions.
- ❖ To co-operate with the Company to comply with any legal duty or requirement placed upon it.
- ❖ Not to interfere recklessly or intentionally with items provided in the interests of Health and Safety.
 - In accordance with laid-down procedures all visitors must report to their host:
 - Any injury to themselves or others caused by Company activities.
 - Any hazards they find, including damage or defect to equipment.
 - Any situation, working practice or procedure which is or might become potentially hazardous.
- ❖ All visitors required to wear their protective clothing and use protective equipment issued to them to perform their work/learning activity and must keep it clean and in a safe place and must not misuse such equipment in any way.
- ❖ Any defaults/damage must be reported to your host immediately.
- ❖ All visitors must where appropriate during their working/learning activity use or operate all machines, plant, or other equipment in a correct and safe manner in accordance with manufacturers' and Company instructions. Interference or other action affecting the safety of any machine or other equipment, materials etc. will be viewed very seriously.
- ❖ All visitors should ensure that they know the emergency procedures which may apply to their premises or the site where they visit. They must familiarise themselves with the escape routes, assembly point and the sound of the fire alarm.
- ❖ All visitors should be reminded that it is a fundamental condition of entry into the Company that they undertake to comply with the above requirements.

Suppliers Responsibilities

- ❖ Suppliers are obliged to follow all statutory and company rules and regulations with regards to the health, safety, welfare, hygiene, and environmental procedures.

Client's Responsibilities, Under CDM (Design and Management) Regulations 2015

For all construction projects, where specific departments undertake the duties of the client, they must be particularly aware of their responsibility under CDM to appoint competent designers and contractors, to allow sufficient time and financial resources, and to provide adequate pre-construction information to designers and contractors.

For notifiable projects (where planned construction work will last longer than 30 working days and involves more than 20 workers at any one time; or where the work exceeds 500 individual worker days), clients must notify HSE in writing with details of the project and ensure a copy of the notification is displayed on the construction site.

Depending on the size and nature of a project, either the Company or individual departments may hold duties as a client. This will usually be apparent from the division of responsibilities outlined in the project details.

The Client must appoint a suitably competent principal designer and principal contractor on projects involving more than one contractor while making sure they have the necessary skills, knowledge, experience and organisational capability. The Client must also ensure a suitable construction phase Health and Safety plan is in place before construction starts.

The Client must also make sure the Health and Safety file is prepared by the Principal Designer, ready for handover at the end of the construction work. They also must make sure designers, contractors and other team members are competent and adequately resourced.

They should also ensure that contractors have adequate welfare facilities in place. Ensure that relevant information likely to be needed by designers, contractors to plan their work is passed on to them, such as asbestos registers.

When drawing up preconstruction information each of the following should be considered:

- ❖ Adequacy of resources to be allocated to the project.
- ❖ Project description and programme details.
- ❖ Details of the client, principal designer, principle contractor, other contractors, and other consultants
- ❖ Arrangements for the planning and managing the project.
- ❖ Site security and welfare.
- ❖ Requirements relating to the Health and Safety of the client's employees or customers including fire and evacuation, permit to work schemes, vehicle movement and no-go areas.
- ❖ Health hazards such as asbestos, hazardous materials.
- ❖ Environmental hazards such as location of services, plant and equipment, previous structural modifications and adjacent neighbours.

Principal Designer

All notifiable commercial projects will require the appointment of a Principal Designer. The Principal Designer is to provide the client with advice on construction Health and Safety risk management matters. To ensure competency, the Principal Designer engaged by the Company, should be suitable qualified. Principal Designers must:

- ❖ Plan, manage, monitor and coordinate health and safety in the pre-construction phase including creating a health and safety file containing information relating to the project which is likely to be needed to ensure the health and safety of those involved in future projects. In doing so they must take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started.
- ❖ Help and advise the client in bringing together pre-construction information and provide the information designers and contractors need to carry out their duties.
- ❖ Work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks.
- ❖ Ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required.
- ❖ Liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase.

Principal Designers must ensure that any arrangements for Health and Safety comply with relevant Company Health and Safety policies, where appropriate.

Designer

Designers are in a unique position to reduce risks that arise out of construction work. Designers are anybody who has trade or business which involves preparing designs, drawings, design details, specifications, bills of quantities, specification of articles and substances in relation to construction. Therefore, as designers play such an important role in the safety of construction, all designers employed by or for the Company should be suitably qualified and assessed for competency.

Designers must consider Health and Safety in demolition construction and future maintenance of the building.

Designers must:

- ❖ Ensure they are competent for the job they are undertaking.
- ❖ Design out hazards that may give rise to risks (so far as reasonably practicable) and reduce risks from any remaining hazards.
- ❖ Ensure their design avoids risks to those:
 - Carrying out construction work, or those liable to be affected by it.
 - Who will clean the windows, ceilings, or roofs of the building?
 - Who will maintain the permanent fixtures and fittings of the building who will work in the building?
- ❖ Take account of the Workplace (Health, Safety and Welfare) Regulations 1992.
- ❖ Provide any relevant information that will assist clients, other designers, and contractors to comply with their duties under the Regulations in a timely manner.

Those undertaking departmental projects should note that the term “designer” relates to the function performed, rather than the profession or job title. As well as those traditionally regarded as designers (e.g. architects, structural engineers, and civil engineers), those who prepare drawings and specifications are also designers (e.g. building services engineers, quantity surveyors, and some departmental personnel).

Principal Contractor

The Principal Contractor is someone who undertakes to manage the entire construction work. The principal contractor must be satisfied that designers and contractors are competent and adequately resourced in relation to Health and Safety, ensure that a suitable construction phase Health and Safety plan is prepared, kept it up to date and implemented.

The Principal Contractor must provide the Principal Designer with relevant information for the safety file in a timely manner.

The Principal Contractor has number of important duties, including to:

- ❖ Plan, manage, monitor, and coordinate the entire construction phase.
- ❖ Take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them.
- ❖ Liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed.
- ❖ Prepare a written construction phase plan PDF before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose.
- ❖ Have ongoing arrangements in place for managing health and safety throughout the construction phase.
- ❖ Consult and engage with workers about their health, safety, and welfare.
- ❖ Ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase.
- ❖ Check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health.
- ❖ Ensure all workers have site-specific inductions, and any further information and training they need.

Contractors

Contractors may be appointed by the Principal Contractor or by the client. For all project's contractors must:

- ❖ Check clients are aware of their duties.
- ❖ Satisfy themselves that they and anyone they employ or engage are competent and adequately resourced.
- ❖ Plan, manage and monitor their own work to make sure that workers under their control are safe from the start of their work on site.
- ❖ Ensure that any contractor who they appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site.
- ❖ Provide workers under their control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors' work, and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency.
- ❖ Provide information, training, and a suitable site induction for their workforce.
- ❖ Ensure the site is suitably fenced and secured against unauthorised entry.
- ❖ Ensure there are adequate welfare facilities for those who work on the site.
- ❖ Ensure that any design works they do comply with Health and Safety requirements.
- ❖ Co-operate with others and co-ordinate their work with others working on the project.
- ❖ Ensure the workforce is properly consulted on matters affecting their Health and Safety.
- ❖ Obtain specialist advice when planning high-risk work – for example alterations that could result in structural collapse or work on contaminated land.

Project Manager's Responsibilities

The Project Managers' Health and Safety responsibilities are to ensure that:

- ❖ They understand the Company's Health and Safety Policy and appreciate the allocated responsibilities.
- ❖ Tenders are adequate to cover sound methods of work and the provision of adequate welfare facilities.
- ❖ The following are determined at the planning stage:
 - The most appropriate order and method of work.
 - The provision of adequate lighting.
 - Allocation of responsibilities with other contractors on site.
 - All site documentation including Risk, COSHH and Manual Handling Assessments and Safety Plans are specific and in place.
 - Facilities for sanitation and welfare.
 - The provision of basic fire precautions.
 - Written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed.
 - The precautions and work methods are checked with site management prior to commencing work.
 - Work is carried out as planned and the relevant legislation is complied with on site.
 - All plant on site is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
 - All plant is operated by trained and experienced personnel.
 - They take responsibility for health surveillance and appropriate records are kept and made available.
 - All repairs to plant on site are carried out in the proper manner.
 - Management is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.
 - The required protective equipment is issued and used correctly.
 - They set a good personal example by using the appropriate protective equipment whilst on site.

Site Manager's Responsibilities

The Site Managers' Health and Safety responsibilities are to ensure that:

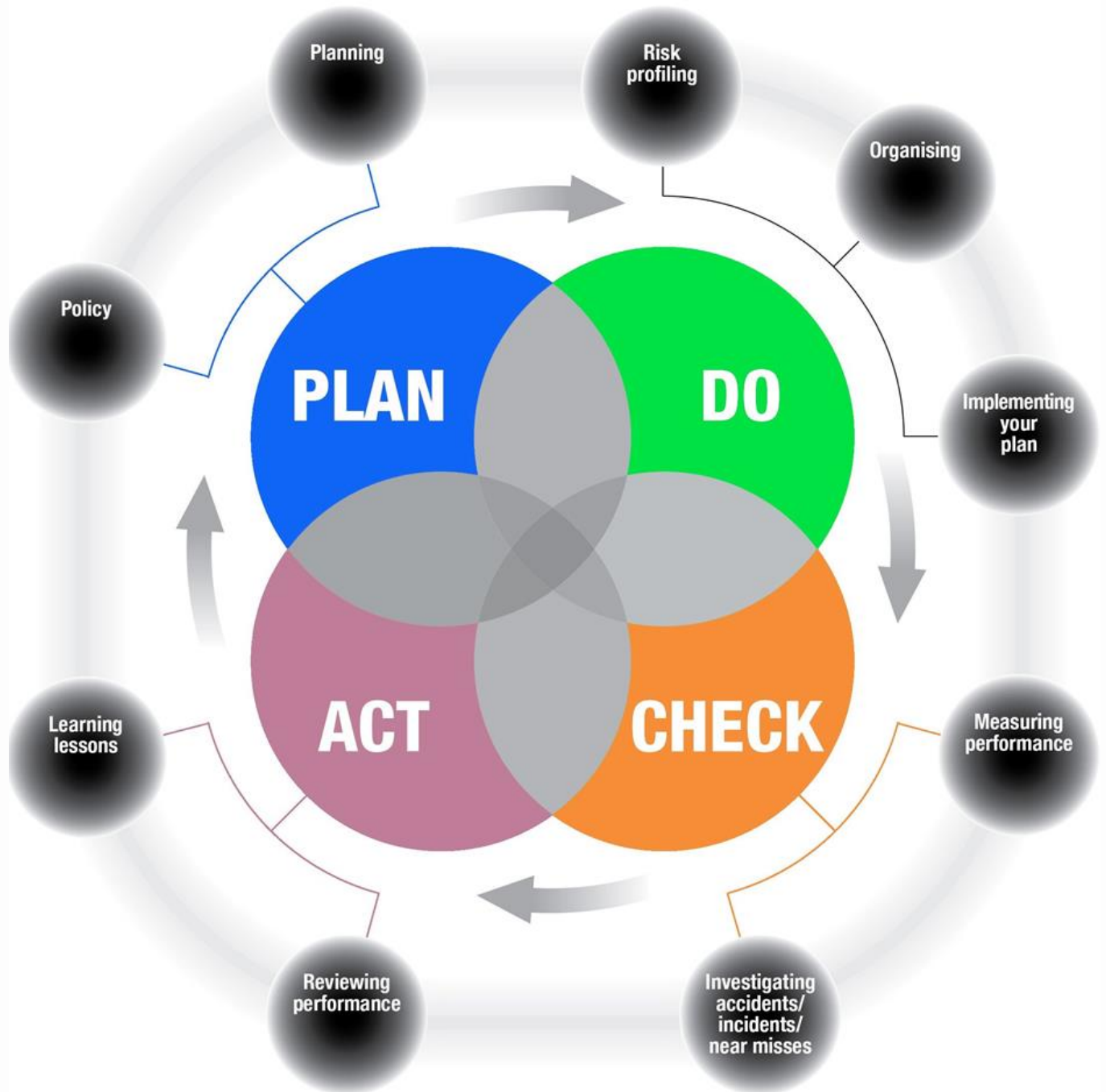
- ❖ They understand the requirements of the applicable legislation and the Company's Health and Safety Policy.
- ❖ Written risk assessments and method statements are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed.
- ❖ Arrangements are implemented with all contractors to avoid any confusion about areas of responsibility.
- ❖ Sites are so organised that work is carried out to the required standard with the minimum risk to personnel, equipment, and materials.
- ❖ The first aid equipment, as laid down, is available on site and that employees know where it is kept.
- ❖ The precautions and work methods are checked with Contractors prior to commencing work.
- ❖ The legal requirements are observed on site and that all registers, records, and reports are in order.
- ❖ All employees are given precise instructions on their responsibilities for the correct working methods.
- ❖ Employees are not required or permitted to take unnecessary risks.
- ❖ Provisions are made for the delivery and stacking of materials to avoid unnecessary handling.
- ❖ All plant on site is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
- ❖ Machinery and plant, including hand tools, are maintained in good condition.
- ❖ The electricity supply is installed and maintained so as not to present a risk to men and equipment.
- ❖ All hazardous materials are correctly marked, stored, handled, and used.
- ❖ The site is kept tidy.
- ❖ Suitable protective clothing is provided where appropriate and is correctly used.
- ❖ They set a good personal example by using the appropriate protective equipment whilst on site.
- ❖ They co-operate with the Health & Safety Adviser and acts on his/her recommendations.
- ❖ Management is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any task or tasks.

Arrangements for Implementation

All company policies and procedures in relation to Health and Safety are regarded as supplementary to this policy.

Management of Health and Safety

Plan, Do, Check, Act cycle





PLAN:

- ❖ Think about where you are now and where you need to be.
- ❖ Consider the workers involvement and include all parties in the planning process
- ❖ Say what you want to achieve, who will be responsible for what, how you will achieve your aims, and how you will measure your success.
- ❖ Decide how you will measure performance.
- ❖ Consider all other emergencies. Co-operate with anyone who shares your workplace and co-ordinate plans with them.
- ❖ Plan for changes and identify any specific legal requirements that apply to you

DO:

- ❖ Identify risk profile – Assess the risks, identify what could cause harm, who it could harm and how, and what you will do to manage the risk.
- ❖ Decide what the priorities are and identify the biggest risks.
- ❖ Organise your activities to deliver your plan.

Aim to:

- a. Involve workers and communicate, so that everyone is clear on what is needed and can discuss issues – develop positive attitudes and behaviours.
- b. Provide adequate resources, including competent advice where needed.
- c. Implement your plan.
- d. Decide on the preventive and protective measures needed and put them in place.
- e. Provide the right tools and equipment to do the job and keep them maintained.
- f. Train and instruct, to ensure everyone are competent to carry out their work.
- g. Supervise to make sure that arrangements are followed.

CHECK:

- ❖ Measure your performance – Make sure that your plan has been implemented – ‘paperwork’ on its own is not a good performance measure.
- ❖ Assess how well the risks are being controlled and if you are achieving your aims. In some circumstances formal audits may be useful.
- ❖ Investigate the causes of accidents, incidents or near misses.

ACT:

- ❖ Review your performance – Learn from accidents and incidents, ill-health data, errors and relevant experience, including from other organisations.
- ❖ Revisit plans, policy documents and risk assessments to see if they need updating.
- ❖ Take action on lessons learned, including from audit and inspection reports.

Safety Audits and Inspections

The implementation of an annual Health and Safety audit (carried out by Guardian Support) will be organised and is the responsibility of the Director. The audit will consist of an in-depth examination of all the company activities its procedures, Risk Assessments and premises.

The safety audit will subject each area of the company's activities to a systematic critical examination with the object of minimising loss. Every component of the total system will be included e.g., management policy, attitudes, training, features of the premises, emergency plans and procedures, accident records etc. The audit will aim to highlight the weaknesses and strengths, and the main areas of vulnerability or risk.

External audits both announced and unannounced will be arranged by the company director through ARCA membership to assess the effectiveness of the health and safety procedures being applied.

Internal audits will be carried out using the approved ARCA app software at regular intervals throughout the year (minimum of three)

Internal site spot check audit will be completed and recorded on sites by the company director to ensure all works methods and procedures are acceptable during a brief (approx. 1 hour) site visit. These audits will be carried out at regular intervals.

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the Company will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

The risk assessments will:

- ❖ Identify what the hazards are and identify the people who might be harmed by the hazard.
- ❖ Disregard insignificant risks.
- ❖ Evaluate the risks from the identified hazards.
- ❖ Ensure all aspects of the work activity are reviewed, including routine and non-routine activities and operations.
- ❖ Take into account any existing control measures.
- ❖ Take account of the way in which the work is organized, and the effects this can have on health.
- ❖ Take account of the risks to the public.
- ❖ Take account of the need to cover fire risks.
- ❖ Identify the period of time which it will be valid for.
- ❖ Enable us to prioritise remedial actions.

Risk assessments will be undertaken by Director and Managers, with assistance from our advisors, Guardian Support. Approval for the required action to remove or control risks will be given by the Directors.

Dynamic Risk Assessments:

Dynamic risk assessment is a continuous process of identifying hazards. The risk is assessed, and action taken to eliminate or reduce risk. Dynamic risk assessment will be applied in a changing environment. The dynamic assessment will be conducted by the relevant competent person managing the activity.

The competent person must halt the operation if believed the risk outweighs the control measures applied. The Directors are responsible to ensure competent people have been trained in dynamic risk assessing.

Safe Systems of Work

The company will provide written safe systems of work for all operations and tasks where there is a significant risk of injury, where there is clearly an identifiable need to specify the safe and correct way of doing the work and where, despite all reasonable control measures being implemented, significant risk remains.

Employees will be instructed in the safe system of work, as appropriate, and a record of competency kept.

Specific Responsibilities

All Managers must identify all such processes and planned activities within their area of responsibility and ensure that suitable written systems are produced, employees trained, and records kept.

All Supervisors must familiarise themselves with the safe systems of work and ensure that employees always comply fully whilst carrying out the identified processes.

All Employees must always observe and understand the system of work; reporting any circumstances which prevents compliance or undermines its effectiveness to their immediate supervisor or manager.

Permits-to-Work

It is recognised that certain activities cannot be adequately controlled by a written system of work due to either the one-off nature of the task or the high-risk nature of the work. In such instances the company will implement a Permit-to-Work system to ensure the activity is controlled and monitored at all stages. Contractors working on the company's premises will also be required to be issued with and subject to an appropriate Permit-to-Work.

To ensure the adequacy of controls and effectiveness of the system, Permits-to-Work will be issued, supervised, and controlled.

Monitoring Health & Safety Performance

In addition to the reactive monitoring of accidents/ill-health, the company will also carry out proactive monitoring of Health and Safety performance. To check our working conditions and ensure our safe working practices are being followed. The Directors will conduct routine inspections of the workplace and review the effectiveness of our risk assessment and work practices. Unannounced external audit and internal audits will be arranged at regular intervals to monitor performance and identify any failings.

Consultation with Employees

The company management will consult with its employees in accordance with the Health and Safety (Consultation with Employees) Regulations 1996. Consultation with employees will be provided directly to individuals, through team briefings, toolbox talks, management site visits, employee appraisals and planned monthly meeting as necessary.

Employees Working on Site of 'Another'

Where any of the company's employees are working or are likely to be working at premises belonging to another party ("the third party"), the Directors and site management team:

- ❖ Advise the third party of the position and, if appropriate, supply them with the Company's general Health and Safety policy.
- ❖ Obtain the third party's Health and Safety policy as required.
- ❖ Obtain from the third-party adequate information, instruction, and training requirements on any risks to which the Company employees will be or may be exposed whilst at the third party's premises.

- ❖ Ensure that before any employees, temporary employee or sub-contractors of the Company are given guidance and advice in specific factors related to the particular type or works to be undertaken.

Health & Safety Advice

In accordance with the Management of Health and Safety at Work Regulations 1999, the company has access to competent Health & Safety advice. This advice is available from:

Guardian Support

Tel: 0845 2626260

Email: advice@guardiansupport.co.uk

Qualifications in Health & Safety includes:

Diploma in Health and Safety Management

Diploma in Environmental Management

NEBOSH Certificate in Occupational Health and Safety

Information, Instruction, Training and Supervision

The company will provide adequate information, instruction, training, and supervision to employees in accordance with the general duties on employers under Section 2 of the Health and Safety at Work etc. Act 1974 and associated regulations.

All employees including any temporary and casual workers will be provided with information on any risks relevant to their particular activity and work area. All information, instruction and training given to employees, temporary and casual workers will be recorded on individual training records. In certain instances, employees will be asked to sign to confirm receipt or understanding of the training.

Training and Instruction

Induction training for all new employees, temporary and casual workers is the responsibility of the Directors. Job specific training and instruction will be identified, arranged, and monitored by the Director.

The Health and Safety component of induction training will contain the following:

- ❖ Health and Safety Policy
- ❖ Accident reporting / first aid procedures
- ❖ Fire precautions and procedures, including our emergency plan.
- ❖ Introduction to safety legislation – the Employee will be introduced to the legislation that applies to our Company and the workplace, e.g., COSHH and manual handling. The supervision of trainees will be arranged by Directors and undertaken and monitored by the allocated Manager or Supervisor

Job-specific

Training will include skills training, explanations of applicable safety regulations and organisational rules, and a demonstration of the use of any personal protective equipment that may be required including correct fit and cleaning. The use of risk assessment findings will be used as a training aid to identify training needs.

Information

The Health and Safety Law Poster will be displayed in the main office. A copy of the Employers Liability Insurance certificate will be displayed at the office and on any site being worked on.

Supervision & Management

Training at all levels is necessary to ensure that responsibilities are known, and the organisation's policy is carried out. Key points to cover in the training of supervisors and managers are:

- ❖ The organisation's safety policy or programme.
- ❖ Legal framework and duties of the organisation, its management, and the workforce.
- ❖ Specific laws and rules applicable to the workplace.
- ❖ Safety inspection techniques and requirements.
- ❖ Causation and consequences of accidents and their reporting, recording and investigation.
- ❖ Basic accident prevention techniques.
- ❖ Disciplinary procedure and application.
- ❖ Control of hazards in the workplace and use of personal protective equipment.
- ❖ Techniques for motivating employees to recognise and respond to organisational goals in Health and Safety.

Specialised training:

Specialised Health and Safety training will be required to cover both legal requirements and others necessary for the safe running of the organisation, for example:

- ❖ First aid, considering the nature of the work and the size of the organisation.
- ❖ Confined space
- ❖ Use of fire-fighting appliances such as extinguishers.

Reinforcement or Refresher training

Reinforcement or refresher training will be required at appropriate intervals. These requirements will depend on the outcome of observation of the workforce, i.e. During a training needs analysis assessment (TNA). Factors to be considered are the complexity of the information to be held by the employee, and the amount of practice required and the opportunity for practice in the normal working requirement. Assessment will also be required of the likely severity of the consequences of behaviour that does not match training objectives. Refresher training is vital and will be designed for an individual's needs based on their TNA assessment.

The Directors will ensure the following procedure will be followed:

- ❖ Arrange for the induction training to be given to all staff.
- ❖ Comprehensive and relevant information will be provided to the employee in respect of risks to his / her Health and Safety and on preventative and protective measures.
- ❖ Information will be provided on the Company's emergency arrangements, including staff nominated to help if there is an evacuation.
- ❖ Ensure that the employee understands all the information provided to them and that they can ask any questions in relation to the training.
- ❖ After a suitable length of time the training should be followed up with the employee to assess its effectiveness and to correct any misunderstandings.

Young Persons

Young persons under the age of 18 years are considered to be particularly at risk from the hazards that are presented in the workplace because of their perceived lack of awareness, inexperience, and immaturity (both physical and mental). Consequently, the Company will ensure that a specific risk assessment is conducted for all Young Persons prior to commencement of employment to ensure that all necessary measures are put in place to safeguard their health, safety, and well-being beforehand.

The Directors are responsible for ensuring that all Young Persons are assessed prior to the commencement of work. The assessment is to take into consideration the full nature of the work and the specific hazards present in order to determine if the current controls and precautions are sufficient or whether additional controls are necessary.

The Directors will ensure a suitable mentor is appointed with whom the Young Person can confide in. The Mentor will assist the Young Persons to ensure that they are provided with appropriate induction and job specific training and instruction and will be responsible for ensuring the close supervision of the Young Person.

Lone Working

A lone worker is a person who works where there are no other members of staff present on the same floor at the same time and without close or direct supervision in a wide variety of situations. This could include being off-site or outside a building.

Lone workers should not be at more risk than other employees, although such activities may require extra risk control measures. Precautions should take account of normal work and foreseeable emergencies, e.g., fire, equipment failure, illness, and accidents. The Directors shall identify situations where people work alone and ensure site specific assessments are completed where required.

Director is responsible for:

- ❖ Ensuring that written role and task risk assessments are carried out and reviewed regularly.
- ❖ Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone.
- ❖ Ensuring that individuals identified as being at risk are given appropriate information, instruction, and training.
- ❖ Ensuring that response arrangements are clear, workable, and appropriate support is given to those involved in any incident.
- ❖ Managing the effectiveness of preventative measures through a system of reporting, investigating, and recording incidents.
- ❖ Ensuring that Lone workers are suitably experienced, have received suitable supervision, instructions and, training on the risks they are exposed to and the precautions to be used.

Lone Workers are responsible for:

- ❖ Taking reasonable care to look after their own Health and Safety.
- ❖ Co-operating and complying with any control measures designed to eliminate or reduce the risk of lone working.
- ❖ Safeguarding the Health and Safety of other people affected by their work.
- ❖ Participating in training designed to meet the requirements of the Health and Safety policies and procedures.



- ❖ Operating authorised equipment in accordance with relevant safety instructions and any training they have been given.
- ❖ Reporting any dangers or identified areas of risk as soon as practicable to an appropriate manager. This will include any accidents, or incidents that could have given rise to an accident.
- ❖ Notifying their manager, at the first opportunity of any change in their ability to undertake their role, including any adverse medical conditions.

Employees requiring advice or who have concerns regarding lone working can seek advice from their manager or Supervisor who will, if necessary, arrange specialist advice and assistance to determine the appropriate course of action to eliminate or control the risk factors

Working Time:

It is the Company policy to eliminate the need for employees to work excessive hours without appropriate breaks.

The following will be provided:

- ❖ Employees will be provided an uninterrupted break of 20 minutes every 6 hours (maximum) worked during the working day.
- ❖ Young Workers, under 18 years of age will be provided an uninterrupted break of 30 minutes every 4.5 hours worked during the working day.
- ❖ Employees will be provided with a rest period of 11 consecutive hours' rest in each 24-hour period. • Young Workers, under 18 years of age will be provided with a rest period of 12 consecutive hours' rest in each 24-hour period.

Health Surveillance

The Company may establish, in addition to routine monitoring of the working environment, a programme of health surveillance in order to identify any adverse effects at an early stage.

Health surveillance and pre-employment/routine medicals will be arranged by the Director who will maintain the appropriate Health surveillance/Immunisation records with the individual's personnel file. Records of health surveillance for each of our employees will be retained for 40 years.

Where necessary, employees will be submitted for further medical examinations and tests to ensure that any abnormalities noted during routine screening are addressed as soon as practical. During periods of additional screening, and in consultation with the individual, the Director will arrange for the employee to be employed on other duties away from the hazard.

Fitness for Work

If an Employee has a medical condition that could affect their fitness for work, that Employee must inform their supervisor of the likely impact of the medical condition on their fitness for work. The Employee is not obliged to disclose confidential medical information, however the Company will, where necessary, confer with relevant external experts to confirm whether a Fitness for Work plan is required.

A fit for works examination will be carried out on each individual at the time of their asbestos medical examination carried out by an approved doctor.

Any person taking prescribed medication must seek the advice of their doctor before working, written evidence of their fitness to work whilst taking the drugs may be required and held by their manager or Supervisor.

Data Protection

The Directors will ensure the Company will comply with the General Data Protection Regulations 2018, when recording accidents. Individual record sheets will be removed and stored securely (keeping personal information confidential) in a locked area

Civil Claims

The Company will ensure claims for compensation for injury or damage suffered are handled correctly. Claims for compensation must be acknowledged within 21 days. Therefore, it is important that any claim (and subsequent correspondence received) is notified to the Directors and acknowledged without delay.

Where the claim is verbal, ask the person making the claim to put their comments in writing and forward to the Directors, also make a note of any verbal comments and forward in the same manner.

Employees are not to engage in conversation regarding the claim and should never admit liability. If necessary, explain that the matter has been referred to the Directors in accordance with procedures.

Occupational Stress

Systems of work that give rise to risk of stress are clearly not safe, and the Company therefore has a legal duty to make improvements, at least "as far as is reasonably practicable" to eliminate or adequately control the risk in accordance with the Management of Health and Safety at Work Regulations 1999.

The Health and Safety Executive defines stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

The Company is committed to protecting the health, safety, and welfare of all our employees and recognises that workplace stress is a Health and Safety issue and acknowledges the importance of identifying and reducing workplace stressors.

To achieve this, the Company will:

- ❖ Ensure jobs are 'do-able', matching the job with the person in it.
- ❖ Strive to identify all workplace stressors and control the risks from stress.
- ❖ Monitor stress levels through a combination of sickness absence monitoring and periodic surveys.

Employees requiring advice or who have concerns that they are affected by stress can seek advice from the Director who will, if necessary, arrange specialist advice and assistance to determine the appropriate course of action to eliminate or control the risk factors.

Mental Health Well-being at Work

The Company is responsible for considering mental health well-being, whilst employees are at work. Employers now need to consider making provision to cover Mental Health First Aid training in addition to First Aid at Work training. Employees requiring advice or who have concerns that they are affected by mental health issues at work, can seek advice from the mental health first aiders who will, if necessary, arrange specialist advice and assistance to determine the appropriate course of action to eliminate or control the risk factors.

Managing Contractors

The Company recognises that it owes a duty to contractors as well as employees, as stipulated by the Health and Safety at Work Act etc., Act 1974 Section 3 and the Management of Health & Safety at Work Regulations 1999.

The Company will ensure that only competent contractors are selected. All Contractors working on the Company's behalf are assessed to ensure that they are competent and have suitable and adequate Health and Safety arrangements in place to provide safe working practices and control of all significant hazards that may be introduced by their work.

The selection and assessment of the competence of contractors is the responsibility of the Director. Selected contractors must be able to demonstrate that they are experienced and competent to carry out the required works with regulations and accepted safety standards. Before a contract is awarded an overview of the status of the tenderer's

Health and Safety management systems must be obtained by reviewing the following documents.

- ❖ A completed an approved contractor selection questionnaire
- ❖ Relevant risk assessments and method statements for the work to be undertaken
- ❖ Supportive evidence of competence

The Directors must take into consideration all factors when selecting the contractor for the work. The cost of the works is not being the sole factor in contractor selection. The pre-selection of any contractors will consider Health and Safety requirements when selecting and approving contractors to work for the Company, ensuring contractors:

- ❖ Work safely, without endangering themselves or any other people.
- ❖ Comply with the Company's Health and Safety requirements.
- ❖ Only employ competent staff who have been adequately trained.
- ❖ Only employ competent sub-contractors, who are adequately managed.
- ❖ Have adequate resources to manage Health and Safety satisfactorily

The Directors may not engage any contractors to provide any services for the Company unless the Health and Safety questions in the contractor selection questionnaire have been answered satisfactorily. No contractor will be appointed if they fail to provide adequate risk assessments and method statements for the proposed work.

Once approved, the Directors are responsible for ensuring contractors working on our premises are briefed on our safety rules and supervised to ensure they work in an approved and safe manner.

Any problems/hazards arising from the activities of contractors should be reported to the Directors.

The Director is responsible for the management and co-ordination of all Company contracts involving building works, engineering service, refurbishment, and maintenance works.

Health and Safety considerations will be included from the start when planning work to be carried out by contractors ensuring responsible for ensuring that Health and Safety issues are adequately addressed.

The Director is responsible for:

- ❖ Determining the Health and Safety implications of the planned work.
- ❖ Setting the criteria by which the contractors will be judged, which includes the minimum Health and Safety standards that must be met.
- ❖ Identifying when the planned work is covered by the Construction (Design & Management) Regulations 2015.
- ❖ Seeking advice and guidance, as necessary.

Drugs, Alcohol and Smoking

The Company will take all reasonable steps to ensure the Health and Safety of employees at work is not put at risk by smoking, alcohol, drug or substance abuse recognizing the effects of health, safety and welfare to the user and potential impact on work colleagues and the business. The Company therefore operates a policy which ensures that employees' health and performance is not impaired at any time they are on Company premises.

The Disciplinary Procedure will be followed in any case where an employee is found to disregard this Policy and/or to be under the influence of or in possession of any alcohol or illegal substance whilst at work or on Company premises.

The Company will encourage employees with drug or alcohol abuse or dependency problems to seek help and treatment voluntarily through their own GP. Help and advice will however be available from the Director.

Employees who suspect an employee to be suffering from drug or alcohol problems will refer the individual to the Director, who will assist them in finding advice and treatment. In certain circumstances, disciplinary action may be taken against employees who fail to accept or co-operate with a course of treatment.

The Director will endeavour to provide sufficient information, instruction, and training to ensure the Health and Safety of persons on Company premises is not affected by smoking, alcohol, drug, or substance abuse.

Supervisors will be trained in awareness of alcohol and substance abuse and will be advised of the action necessary when an employee is found to be in contravention of this Policy. Seeking advice and guidance, as necessary.

Violence

The Company will take all reasonable steps to ensure the Health and Safety of employees at work is not put at risk by violent, abusive, or aggressive behaviours occurring in the workplace.

The Company recognizes that verbal and physical abuse at work can affect the health, safety and welfare of the victim and can have an impact on work colleagues and the business. The Company therefore operates a zero-tolerance policy which ensures that people on Company premises are not put at risk of bullying in any form.

The Disciplinary Procedure will be followed in any case where an employee is found to be displaying violent or aggressive behaviour towards any person on the Company's premises.

- ❖ The Directors will endeavour to provide sufficient information, instruction, and training to ensure the Health and Safety of persons on Company premises is not threatened by violent, abusive, or aggressive behaviour by Company employees.
- ❖ Managers and Supervisors will be trained in awareness of bullying in the workplace and will be advised of the action necessary when an employee is found to be in contravention of this Policy.

Construction, Design and Management

In accordance with the Construction, Design and Management Regulations 2015, the Company will ensure that arrangements are established for all aspects of health, safety and welfare at all temporary sites under its control and will appoint a Project Manager to control all aspects of site work and to liaise with all other parties.

Health and Safety Plan

Health and Safety information must be communicated to the tenderer at the tender stage (formerly the pretender Health and Safety Plan). This can be via formal document or information including the invitation to tender. Prior to the start of the construction project a construction Health and Safety plan must be drawn up which is specific to the construction project and should include key Health and Safety issues that could not reasonably be expected to be identified by the principle contractor.

Generic plans that do not contain information relevant to the particular risks associated with the work will not satisfy the Company requirements.

The plan should include the following:

- ❖ Project description, programme details including key dates.
- ❖ Details of the client, principal designer, designers, principle contractors, other contractors, and other consultants.
- ❖ Extent and location of existing records and plans that are relevant to Health and Safety on site, including information about existing structures when appropriate.
- ❖ Management structure and responsibilities.
- ❖ Health and Safety goals for the project and arrangements for monitoring and review of Health and Safety performance.
- ❖ Measures for dealing with the specific Health and Safety matters highlighted in the invitation to tender.

Arrangements for (where applicable):

- ❖ Regular liaison between parties.
- ❖ The exchange of design information between the client, designers, Principal Designer, and contractors on site.
- ❖ Handling design changes during the project.
- ❖ The selection and control of contractors.
- ❖ Exchange of Health and Safety information between contractors
- ❖ Site security.
- ❖ Site induction.
- ❖ Onsite training.
- ❖ Welfare and first aid facilities.
- ❖ The reporting and investigation of accidents and incidents.
- ❖ The production and approval of risk assessments.
- ❖ Site rules.
- ❖ Fire and emergency procedures.
- ❖ Delivery and removal of material
- ❖ Dealing with services, such as gas and electric.
- ❖ Stability of structures
- ❖ Fall prevention
- ❖ Work on or near fragile materials
- ❖ Control of lifting operations
- ❖ Maintenance of plant and equipment
- ❖ Work on excavations
- ❖ Work on or near water
- ❖ Compressed air working
- ❖ Traffic routes and storage of materials.

The Health and Safety File

The Client must ensure that a safety file is prepared by the Principal Designer. The client must keep this file for the life of the building. The file must include adequate information for anyone planning construction, cleaning, or maintenance work on the building in the future so that they can identify any potential hazard.

Site Safety

Planning

In accordance with the Construction, Design and Management Regulations 2015, the Company will ensure that arrangements are established for all aspects of health, safety, and welfare at all temporary sites under its control. The Project Manager will appoint a competent Site Manager to control all aspects of site work and to liaise with all other parties.

The Project Manager is to ensure that, as part of the planning process, that safe systems of work, including site specific risk assessments, are established for all activities within the site. Where necessary, method statements or written procedures shall be produced and approved prior to the start of work. These statements are to ensure that adequate attention is paid to establishing appropriate precautions involving the use of plant, equipment, processes and the storage and handling of dangerous and toxic substances. Prior to any site work commencing the Project Manager and Site Manager are to ensure that suitable welfare facilities are in place.

Supervision

The Site Manager is to exercise close supervision over all Contractors and Sub-Contractors to ensure that they are operating safely and are complying in all respects with legislation, approved codes of practice, and agreed methods of work affecting their particular trade. In addition, the Site Manager is responsible for ensuring that all Visitors to sites under the control of the Company must undergo relevant induction training and be accompanied by a competent person at all times.

Operation of Plant and Machinery

Only authorised persons over the age of 18 shall operate any item of plant or machinery, unless under constant close supervision, for the purposes of training. Operators of plant within the Company are required to hold an appropriate record of training and CPC/NPORS training card. As part of the Company's assessment of competency all contracted operatives must be able to prove that they have had suitable and sufficient training for the task or operation they are to undertake including the operation of hire-in plant and equipment.

The Site Manager is to ensure appropriate records of inspection and maintenance are maintained and held with the site safety file readily available for examination by the enforcing authorities and other interested parties.

Site Security

At the end of the working day, the Site Manager will ensure all workplaces are left in a secure and safe condition to eliminate, as far as is reasonably practicable, all risks to children and the general public. In particular:

- ❖ All machinery and plant are immobilised to prevent it from being started by unauthorised persons.
- ❖ All Ladders are secured or removed.
- ❖ Excavations are boarded or otherwise protected.
- ❖ Flammable, gaseous, and hazardous substances are securely and correctly stored.

Control of Asbestos Containing Materials

In conjunction with the Landlord, the Company will assess and control health risks from exposure to asbestos in accordance with the Control of Asbestos Regulations 2012 to particularly prevent employees from exposure to asbestos and asbestos containing materials (ACMs). To achieve this, the Director is responsible to ensure:

- ❖ That reasonable steps are taken, with the assistance from accredited specialists, to determine the location and condition of materials likely to contain asbestos.
- ❖ A record of the location and condition of the ACMs or presumed ACMs in our offices is made.
- ❖ Assess the risk of the likelihood of anyone being exposed to fibres from these materials.
- ❖ Prepare a plan setting out how the risks from the materials are to be managed.
- ❖ Take the necessary steps to put the plan into action.
- ❖ Review and monitor the plan periodically; and
- ❖ Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

Should the situation arise, approval for any necessary action to remove asbestos containing materials will be given by the Director who is to assist in the appointment of specialist advisors and licensed contractors competent in handling and disposing of such hazardous materials.

Information, instruction and training for asbestos awareness is intended to give workers and supervisors the information they need to avoid work that may disturb asbestos during any normal work which could disturb the fabric of a building, or other item which might contain asbestos. It will not prepare workers, or self-employed contractors, to carry out work with asbestos-containing materials. If a worker is planning to carry out work that will disturb ACMs, further information, instruction, and training will be needed.

(Examples of those affected are listed below. There will be other occupations where asbestos may be disturbed in addition to those listed.:

- ❖ General maintenance workers
- ❖ Electricians
- ❖ Plumbers
- ❖ Joiners
- ❖ Painters and decorators
- ❖ Plasterers
- ❖ Construction workers
- ❖ Roofers
- ❖ Shop fitters
- ❖ Gas fitters
- ❖ Heating and ventilation engineers
- ❖ Demolition workers
- ❖ Telecommunication engineers
- ❖ Fire/burglar alarm installers
- ❖ Computer and data installers
- ❖ Architects
- ❖ Building surveyors

Information, instruction, and training about asbestos awareness should cover the following:

- ❖ The properties of asbestos and its effects on health, including the increased risk of developing lung cancer for asbestos workers who smoke.
- ❖ The types use and likely occurrence of asbestos and asbestos materials in buildings and plant.
- ❖ The general procedures to deal with an emergency, e.g. an uncontrolled release of asbestos dust into the workplace.
- ❖ How to avoid the risk of exposure to asbestos.

The Director is responsible for providing asbestos awareness training and ensuring that it satisfies the requirements of Regulation 10 of the Control of Asbestos Regulations 2012 and the supporting Approved Code of Practice L143 'Managing and working with asbestos'. Workers who plan to carry out work that will disturb asbestos require a higher level of information, instruction, and training, in addition to asbestos awareness. The Director is responsible for providing this training. This should take account of whether the work is non-licensed; notifiable non-licensed work (NNLW); or licensed work and should be job specific.

Plant, Machinery and Work Equipment

The Company will ensure that all plant and equipment is suitable and without risks to Health and Safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

All employees are required to carry out a visual check of any equipment before it is used. In some cases, this check will need to be documented. The Company will advise when this is the case.

Plant and Equipment Maintenance

The responsibility for identifying all plant and fixed installations and ensuring effective maintenance procedures are drawn up and implemented is that of the Director. To achieve timely and suitable pre-planned maintenance, repair and refurbishment schedules the Director will appoint competent contractors to assist the Company

Portable Electrical Equipment

Portable electrical appliances are tested “in house” by an engineer at selected intervals in accordance with HSE guidance. Notwithstanding this general inspection/test programme, very high usage common use facilities (i.e., leads, vacuums) are inspected/tested every six months for site equipment and annually for office equipment and replaced as necessary to ensure high standards of provision and electrical safety is maintained for all employees.

Fixed Electrical System

The fixed electrical installations throughout the premises is inspected and tested by a competent NICEIC registered contractor. The Director will arrange for the electrical systems integrity and safety to be inspected and retested every 5 years.

Hire Plant and Machinery

The Director will ensure that all plant and machinery hired and used by the Company’s Employees and Contractors is fitted with adequate guards or other safety devices to conform with current standards and regulatory requirements.

All hired plant and machinery are to be examined to ensure it is in a good sound condition, is safe for use, and has full operating instructions, as necessary. Dependant on the plant or machinery requirements, arrangements for inspection and servicing by a competent person will be made with the hiring Company. The Director will ensure suitable records of inspection or examination are maintained on site for the period of hire.

Defects and Problems

It is recognised that even with the best pre-planned maintenance programmes, problems and defects with plant and equipment will occur from time to time. Accordingly, any problems with plant or equipment should be reported in the first instance to the Director.

Housekeeping

Poor housekeeping is a common cause of accidents and fire related incidents. The three basic precautions for the prevention of poor housekeeping are:

- ❖ Return equipment and materials to their designated locations.
- ❖ Remove waste daily.
- ❖ Report problems.

Workplace inspections will be carried out on a regular basis by the Director to identify areas where standards require improvement. These areas will be highlighted for remedial action. Storage areas will be defined within the workplace and requirements will be reviewed periodically when necessary. Articles and substances will be stored in defined areas at all times. Floors will be cleaned on a regular basis and waste bins emptied daily. Rubbish will be kept in suitable containers and will not be allowed to overflow. Combustible waste will be kept away from ignition sources.

Welfare Facilities

The Company is committed to providing suitable and sufficient welfare facilities to employees, in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Adequate numbers of clean toilets, washing and shower facilities are provided for the number of staff and visitors required to use them. Toilet paper, hot/cold water, soap and means for drying hands will always be available. In addition, drinking water and a means to prepare hot drinks and food are provided in the Kitchen. To ensure that a high standard of cleanliness and good hygiene is maintained, the facilities are cleaned regularly. Notwithstanding this planned cleaning programme, any employee who has concerns with the standard of cleanliness and hygiene should report the matter to the Director who will investigate and advise accordingly.

Access and Egress

The Company is committed to providing a safe place of work and a safe means of access and egress within all parts of our workplace, which includes movement in and out of the workplace.

Access and egress include all of the following:

- ❖ Access to and egress from the workplace.
- ❖ Routes through working areas.
- ❖ Accessibility of storage areas.
- ❖ Access to and egress from an individual's workplace.
- ❖ Emergency exit routes.
- ❖ Any temporary arrangements for access.
- ❖ Limitation of access to hazardous or high security areas.
- ❖ External pathways and roadways around the workplace.
- ❖ Common parts of the building, e.g. Reception, Stairs etc.

The Director will ensure risk assessments are completed to identify that:

- ❖ The workplace shall be organised to ensure pedestrians and vehicles (as appropriate) can circulate in a safe manner.
- ❖ All articles or substances do not impede safe access and egress at the workplace and that objects which may restrict safe movement within the workplace are removed immediately.



- ❖ Any access restrictions are adhered to so that suitable and safe arrangements for work in confined places and other areas of high risk are guaranteed.
- ❖ Objects are not stored in walkways or precariously on top of cabinets / shelves.
- ❖ All work equipment when not in use must be stored in its designated storage area.
- ❖ Waste items shall not be allowed to accumulate in walkways and floor surfaces shall be capable of being kept sufficiently clean and cleaned as appropriate.
- ❖ All access equipment is regularly inspected to ensure that it is maintained in a safe condition.
- ❖ Formalized systems of work are designed and implemented in all areas of significant risk.
- ❖ Employees are encouraged to report any situation where safe access and egress is restricted or obstructed.
- ❖ The workplace floors and traffic route surfaces are suitable for their purpose and maintained in a safe condition and suitably indicated where necessary of reasons of Health and Safety.
- ❖ The working activities of contractors are monitored so that they do not hinder safe access / egress.
- ❖ So far as reasonably practicable we will take suitable and effective measures to prevent persons falling a distance likely to cause personal injury and to prevent any person being struck by a falling object.

Abrasive Wheels

The Company will take all reasonable steps to ensure the Health and Safety of all employees that who work with grinding machines which incorporate abrasive wheels.

To minimise the risk of bursting, abrasive wheels should always be run within the specified maximum rotation speed, if wheels are large enough this will be marked on the wheel (in accordance with Regulation 23 of Provision and Use of Work Equipment Regulations (PUWER). Where small wheels are used there should be a notice fixed in the workroom, giving the individual, or class maximum speed.

Abrasive wheels must be mounted and dressed only by a competent person, who has received specific training and information on the correct handling and mounting of abrasive wheels (including pre-mounting and storing procedures). In addition, the grinding machines are only to be operated by operators trained and authorised by the competent person.

PPE in the form of high impact resistant eye protection (EN166 with 'A' impact rating lens) must be worn at all times during grinding operations.

Extension Cables & Outdoor Use

The Director is responsible to ensure extension cables should only be used as a temporary connection and must incorporate a Residual Current Device (RCD) or earth monitoring device that has been tested before use. Where electrical equipment is used outdoors in damp or wet conditions it must be connected to the mains supply via a 110v transformer which is connected as close as possible to the main supply.

Lifting Operations and Lifting Equipment

The company will comply with the Lifting Operations & Lifting Equipment Regulations 1998. All lifting operations will be risk assessed and where possible the risk of fall eliminated.

The Director will ensure all accessories and equipment used for lifting people will be inspected every six-monthly for and, at a minimum, annually for all other equipment by a competent person every twelve months.

Any lifting operations will be carefully planned, and risk assessed by a competent person with appropriate experience in that operation. Only those trained and competent in lifting operations will undertake lowering or dismantling operations. At least one person onsite must be adequately experienced in undertaking the planned operation.

Mobile Elevated Work Platforms (MEWP)

MEWPs should be used where reasonably practicable taking into account cost, availability, and site accessibility. All MEWPs whether owned or hired by the company must be 'fit for the purpose' as defined under the Provision & Use of Work Equipment Regulations 1998.

The Director will ensure that employees are trained in the safe operation and inspection of MEWPs and who are familiar with the machine and its safety features must operate the machine onsite. Particular attention must be paid to the stability of the machine, its limitations and emergency procedures.

Any lifting operations will be carefully planned, and risk assessed by a competent person with appropriate experience in that operation. Only those trained and competent in lifting operations will undertake lowering or dismantling operations. At least one person onsite must be adequately experienced in undertaking the planned operation.

If a mobile elevated working platform is selected, then the Director must ensure the following:

- ❖ Only a suitably trained and competent person operates the platform e.g. hold a suitable qualification such as a training certificate from the International Powered Access Federation (IPAF) or a CPCS card that covers the equipment being used etc.
- ❖ That fall arrest equipment is provided and used by the person or persons inside the platform.
- ❖ No one in the platform will climb out over the guard rails unless the platform is specifically designed to allow this.
- ❖ All hand tools are secured to the platform with safety ropes to prevent them falling should they be dropped.
- ❖ A suitable means of descent from the platform is provided in case of an emergency.
- ❖ Maintenance and test records (dated within the last 6 months) of the equipment are available for inspection.

Cartridge Operated Tools

The Company recognises that there is a risk of serious injury or ill health from the incorrect use of cartridge operated tools. Wherever reasonably practical, the Company will take appropriate measures through job design to avoid the use of such tools however, there will always be some activities which cannot avoid their use.

To minimize the risks, only persons who have received appropriate training and hold a certificate of competency will be authorised to use a cartridge operated tool. The authorised operators are to wear a safety helmet, goggles, gloves, and hearing protection at all times when operating the tool.

Safe use of Cartridge Operated Tools

- ❖ During the use of a cartridge operated tool, should a misfire occur, then the manufacturer's instructions for the removal of the cartridge must be followed at all times.
- ❖ Cartridges should be stored under lock and key, and any dropped during use must be picked up and quarantined pending disposal to prevent misfires or injury to following trades.
- ❖ All cartridge operated tools are to be cleaned and thoroughly inspected / serviced regularly by competent persons and a record of inspection and maintenance maintained.

The is Director responsible for authorising the use of cartridge operated tools and ensuring the safe storage of spare cartridges. The Director is also responsible for ensuring the inspection/servicing of the tools and the keeping of records.

Manual Handling

In accordance with the Manual Handling Operations Regulations 1992, the Company will eliminate the need for manual handling wherever possible. Where elimination is not possible, the risks from manual handling will be assessed and reduced, so far as is reasonably practicable by job design and the provision of mechanical aids etc. Manual handling risk assessments will be carried out by the Director. Approval for the required action to remove or control risks will be given by the Director.

Display Screen Equipment (Computer Users)

The Company will assess and control health risks from exposure to display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Employees that are classed as habitual Display Screen Equipment users are entitled to free eye tests on request and to vision correction appliances but only where these are needed specifically for work with display screen equipment.

Display Screen Equipment workstation assessments will be arranged by the Director who will also give any necessary approval for corrective action to remove or control risks. Habitual Display Screen Equipment users will be required to complete an on-line self-assessment of their workstation. The complete assessment is to be returned to the Director, who will review and arrange for any necessary corrective actions.

Employees who have declared a disability or existing upper limb disorder to the Director will be individually assessed to ensure all necessary adjustments are made to their workstation and job tasks to allow them to continue working.

Working at Height

In accordance with the Work at Height Regulations 2005, all Company activities that involve working at height will be assessed and safe working procedures put in place prior to any work commencing. The assessment will consider the appropriate measures necessary to prevent falls from height and where necessary additional protective measures to reduce the consequences of a fall should one occur.

Employees are reminded that they are not to carry out any work at height unless they have been instructed in the safe working procedure and are competent to use any access equipment provided.

The responsibility for identifying and assessing all work at height activities is that of the Director.

Where necessary, approval for the required action to remove or control risks will be given by the Director.

Work at Height – Safe Working Procedure

Ladders

- ❖ Ladders properly secured can be used to do light work of short duration, where provision of a scaffold or work platform is unnecessary or impracticable due to workplace or task limitations.
- ❖ Ladders must be suitable for use and be to BS/EN 131 industrial standard and in good condition.
- ❖ For all work above 3 metres irrespective of task duration, ladders are to be secured by rope or other suitable stabilisation devices such as extended foot supports, used on a flat surface and supported by the stiles. This is to ensure that the ladder does not run sideways or slide away from a wall.
- ❖ For short ladders of less than 3 metres, where securing in place is not appropriate or there is no other means, then as a last resort, the ladder must be footed by another employee.
- ❖ The top of the ladder must rest against a solid surface and not against fragile materials such as cement sheeting, plastic boarding or guttering etc.
- ❖ Where used for access onto a working platform, ladders must protrude at least 1m above that platform.
- ❖ Users must never overreach at any time.

Stepladders

Stepladders provide a free-standing means of access, but they require careful use. They are not designed for any degree of side loading and are relatively easily overturned. Always ensure:

- ❖ A good handhold is available.
- ❖ The work avoids over-reaching or stretching.
- ❖ The top step of a stepladder should not be worked from unless it has been designed for this purpose.
- ❖ The work only requires one hand to be used or you are supported by another employee.

Ladders and stepladders must be regularly inspected to ensure that they are in good condition and free from defect. A record of inspections will be maintained by the Director.

Scaffolds / Work Platforms

In accordance with the Work at Height Regulations 2005, all company activities that involve working at height will be assessed and safe working procedures put in place prior to any work commencing. The assessment will consider the appropriate measures necessary to prevent falls from height taking into account the National Association of Scaffolding Confederation guidance (NASC SG4:05).

Employees are reminded that they are not to carry out any work at height unless they have been instructed in the safe working procedure by the Foreman and are competent to use any equipment provided.

These are to be properly constructed complete with safe access and egress (secured steel ladders) in accordance with National Association of Scaffolding Confederation guidance (NASC SG4:05). Company, complete with safe access and egress (secured ladders). All working platforms, including mobile work platforms, are to be fully close boarded, planked or plated and enclosed by suitable guard rails to prevent a fall from height.

During erection and dismantling of scaffolds all employees will wear full PPE, as issued, along with safety harness fall restraint systems. Only employees with suitable training will be authorised for such work.

Scaffolds and working platforms must be inspected by the Advanced Scaffolder/Foreman prior to hand-over to the client and “Scafftags” applied to the structure. A copy of inspection is provided to the client for reference. Prior to completing hand-over, the Foreman is to confirm with the client that arrangements have been made to ensure that the scaffolds are re-inspected every 7 days, after alteration or after any weather conditions which may affect their stability and that a record of inspection is made.

The Director is responsible for ensuring records of inspection are held on site readily available for inspection by enforcing authorities.

Demarcation/Safety Signs

The Company recognises the Health and Safety (Safety Signs and Signals) Regulations 1996 minimum requirements for the provision of safety signs at work. The Director will provide specific safety signs whenever there is a risk that has not been avoided or controlled by other means, for example by engineering controls and Safe Systems of Work (SSoW). Where a safety sign would not help to reduce that risk, or where the risk is not significant, no safety signs will be provided.

If the hearing or sight of any employee is impaired for any reason, for example, by wearing Personal Protective Equipment (PPE); additional measures may need to be taken to ensure that employees can see or hear the warning sign or signal, for example by increasing the brilliance or volume.

The Director to ensure all safety sign needs are properly maintained so that they are capable of performing the function for which they are intended. This can range from the routine cleaning of signboards to regular checks of illuminated signs and acoustic signals to see that they work properly. Also, to ensure a guaranteed supply of power or back-up in the event of failure may be necessary for safety signs and signals which require some form of power to enable them to operate (unless the hazard is itself eliminated by the power failure).

Hazardous Substances

The Company will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 as amended. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits. We will not supply or use those substances prohibited by law.

The responsibility for identifying all substances that need a COSHH assessment and for obtaining the Chemical Safety Data Sheets is that of the Director.

COSHH assessments will be carried out and any actions identified implemented by the Director who will also ensure all relevant employees are advised. The COSHH information will also be made readily available to affected employees for reference.

The Company will ensure that the exposure of employees to substances hazardous to health is either prevented or, where this is not reasonably practicable, adequately controlled. Where exposure cannot be adequately controlled the Company will provide appropriate personal protective equipment (PPE) free of charge.

The Director is responsible to ensure all employees will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health. The Company risk assessments will be reviewed regularly and particularly if either there is a significant change in the work or the validity of one of our original assessments.

Noise

The Company is committed to preventing the risk of damage to employees hearing from their work and to minimising our environmental impact on our neighbours by actively seeking engineering solutions, as far as is reasonably practical, in accordance with the Control of Noise at Work Regulations 2005.

Where engineering or the use of technology is not sufficient to reduce to noise levels to below the first action level (average 8-hour noise exposure) of 80db(A) then the Company will provide information instruction and training and suitable hearing protection to all appropriate persons.

Where noise levels exceed the second action level of 85db(A) then hearing protection zones will be established and the wearing of PPE made mandatory. Health surveillance (hearing checks) for all employees who are likely to be regularly exposed above the second action level will also be provided. Appropriate signage will be displayed to remind all employees and to identify the controlled areas.

The Director is responsible for ensuring a noise risk assessment is conducted. Where additional action is required to remove, or control risks is outside of their remit then the matter is to be referred to the Director for approval.

Vibration

The Company will put in place measures to protect employees from the risks of Hand Arm Vibration Syndrome (HAVS) and Whole-Body Vibration (WBV) far as is reasonably practical, in accordance with the Control of Vibration at Work Regulations 2005.

The Director is responsible for ensuring an assessment and vibration monitoring is conducted and does not exceed below standards. Where additional action is required to remove, or control risks is outside of their remit then the matter is to be referred to the Director for approval.

The exposure action value (EAV) is a daily amount of vibration exposure above which employers are required to take action to control exposure.

The exposure limit value (ELV) is the maximum amount of vibration an employee may be exposed to on any single day. Vibration Exposure is given in metres per second squared (m/s^2) over a standard eight hour working cycle in 24 hours (A (8)).

- ❖ HAVS has an Exposure Action Value of $2.5m/s^2$ A (8) and an Exposure Limit Value of $5m/s^2$ A (8).
- ❖ WBV has an Exposure Action Value of $0.5m/s^2$ A (8) and an Exposure Limit Value of $1.15m/s^2$ A (8).

The Director will undertake to purchase equipment with the lowest vibration ratings where possible. The exposure action value (EAV) for new and existing equipment will be assessed. Where the Vibration Exposure is below the EAV, then the item machine and task will be monitored. Where the Vibration Exposure is less than ELV, then measures will be taken to reduce the level of vibration exposure to below the EAV or the exposure time reduced accordingly by:

- ❖ Selecting a different machine or task.
- ❖ Providing task rotation.
- ❖ Issuing adequate PPE.

Where Vibration Exposure cannot be brought below the ELV then the equipment will NOT be used.

The Director is responsible to ensure formal vibration awareness induction training prior to any new employee commencing work and providing after the first 30 days of work follow-up reviews, to ensure that employees have understood the induction training.

Occupational Road Risk - Tiredness and Mobile Phones

The Company is committed to reducing the risks which our employees face and create when driving in the course of their work and may provide a suitable vehicle for this purpose. Alternatively, the Company may also authorise Employees to use their own vehicles for work purposes.

Authorised Employees who are required to drive for work purposes in their own vehicle must ensure that it always complies with the law, is in a safe and roadworthy condition and is suitable for its purpose. In order for the Company to fulfil its responsibility in a reasonably practical manner all employees that drive their own vehicles for work purposes are required to:

- ❖ Ensure their vehicle is taxed and has a valid MOT certificate (where appropriate).
- ❖ Ensure their motor insurance policy includes business use cover for the amount of business mileage they undertake.
- ❖ Ensure that the vehicle is serviced according to the manufacturer's specifications.
- ❖ Present the vehicle's MOT certificate, insurance policy for inspection annually and on request.
- ❖ Present their driving licence for inspection annually and on request.
- ❖ Report road safety problems, including crashes, incidents, fixed penalty notices, summons and convictions for any offence, including vehicle defects.

The overall responsibility for managing road risk, monitoring the effectiveness of the Company's procedures through periodic checks of vehicle documents, and for maintaining appropriate records is that of the Director.

The Health and Safety Executive's Driving at Work guidelines state that "health and safety law applies to work activities on the road in the same way as it does to all work activities" and that employers "need to manage the risks to drivers as part of their health and safety arrangements." Although this does not apply to commuting, it does apply to any other work-related driving, including if they are driving to a location where they would not normally work. To comply with the requirements, the Management of Health and Safety at Work Regulations 1999 state that employers must carry out an assessment of the risks to the health and safety of their employees, while they are at work, and to other people who may be affected by their organisation's work activities.

Rule 91 of the Highway Code relates to driving when tired and contains some common-sense advice.

It states: Driving when you are tired greatly increases your risk of collision. To minimise this risk, employees must:

- ❖ Make sure they are fit to drive. Do not begin a journey if they are tired. Get a good night's sleep before embarking on a long journey.
- ❖ Avoid undertaking long journeys between midnight and 6am, when natural alertness is at a minimum.
- ❖ Plan their journey to take sufficient breaks. A minimum break of at least 15 minutes after every 2 hours of driving is recommended.
- ❖ If they feel at all sleepy, stop in a safe place. Do not stop on the hard shoulder of a motorway.
- ❖ The most effective ways to counter sleepiness are to drink two cups of caffeinated coffee, for example, and to take a short nap (at least 15 minutes).

It is currently illegal to hold and use a mobile phone whilst driving even if stationary in traffic. It is also illegal to be using a mobile phone on hands free where it affects your care or attention when

driving. The general policy therefore is that mobile phones should not be used whilst driving and all those issued with a mobile phone are not obliged to use them whilst driving. The driver should find a safe place to stop the vehicle to make or receive the call. Under no circumstances may text messages be read or written when driving.

Emergency & Continuity

Accidents, First Aid and Work-Related Ill-Health:

The Company is committed to preventing accidents and cases of ill-health to employees and others who may be affected by its work activities. However, the Company recognises that failures can occur and will investigate all accidents and ill-health to identify the immediate and underlying causes so as to prevent recurrence.

First Aid Provision:

The Director will ensure that adequate first aid trained personnel and equipment is provided, in accordance with the Health and Safety (First Aid) Regulations 1981 as amended.

The Director is responsible for ensuring the location of the first aid kit, accident book and the names of First Aiders are known to all employees. Quarterly checks on provisions are to be made by the First Aider and any shortfalls addressed.

Accident Reporting

All accidents and incidents are to be recorded in the accident book.

The Director is responsible for investigating accidents and incidents of ill-health with the appropriate supervisor who is also responsible for acting on the findings of the investigation to prevent a recurrence. The Director is to be notified of the findings of all investigation so that any deficiencies that may have implications elsewhere in the Company may be addressed.

Reporting of Accidents/Incidents to the Authorities

All reportable incidents, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported by the Director to the enforcing authority within the relevant timeframes. The following types of work-related incident/accident need to be reported:

- ❖ Death
- ❖ Major Injuries e.g. broken bones, dislocations, amputations, loss of sight etc.
- ❖ Any accident resulting in more than 7 days lost from work
- ❖ Any non-employee (i.e. customers, visitors, and contractors) being taken directly to hospital
- ❖ Certain types of disease e.g. dermatitis, asthma, upper limb disorders, carpal tunnel syndrome etc.
- ❖ Certain types of dangerous occurrence, even when no-one is injured e.g. electrical fires, etc.

All records of all reportable accidents, dangerous occurrences and reportable diseases will be kept for at least 3 years.

Pandemic Outbreak

Specific company policies and risk assessments will be developed as required regarding national and international pandemic outbreaks. These will be written in conjunction with specific government guidance. The Company recognises their duty to prioritise employee health and safety and to ensure that they commit to keep employees safe whilst carrying out their duties and managing the risk of any pandemic outbreaks within the workplace. These documents will apply to all employees, contractors, visitors, and any other person engaging in work for the company during a time in which there is a pandemic outbreak. As always, to prevent the spread of germs, good hygiene practices such as regular hand washing, and social distancing is essential. The HSE will determine the specific accident & incident reporting requirements in conjunction with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Infection Control

Written procedures and guidelines for the prevention and control of infection are produced and regularly reviewed by the Director.

The day-to-day management of monitoring, implementation, and control of infections within the Company will be the responsibility of the Director.

All staff are responsible for compliance all aspects of infection control including personal protection and to notify the Director regarding noncompliance.

The Director is also responsible to ensure training has been conducted for all staff.

Personal Protective Equipment

The Company is committed to complying with the Personal Protective Equipment (PPE) at Work Regulations 1992 as amended. Wherever possible, risks will be controlled by means other than PPE, However, it is recognised that PPE is sometimes the only practical control measure, and at other times it is required in addition to other control measures.

Employees may be asked to sign to confirm receipt of PPE. The Director will be responsible to ensure staff wear appropriate PPE provided.

All staff have a responsible to report any defects or problems regarding their PPE to the Director.

Personal Hygiene

In order to prevent product contamination, all employees must be aware of the importance of assuring high levels of hygiene at all times.

Plaster Control

Any cuts, grazes or injuries must be covered with a blue, waterproof, metal detectable dressing.

Sickness/Disease

You must report to the Director when suffering from, being in contact with and/or being a carrier of any of the following before commencing work:

- ❖ Gastric disorders
- ❖ Septic conditions
- ❖ Hepatitis A
- ❖ Cholera
- ❖ Typhoid & Paratyphoid
- ❖ E coli (VTEC)
- ❖ Salmonella
- ❖ Dysentery
- ❖ Tuberculosis
- ❖ Covid 19

Personal

Employees must wear protective clothing provided for you by the company. All items must be kept in good, clean condition. Any damage should be reported to the Director.

- ❖ Hand washing
- ❖ Hands must be washed after:
 - ❖ Using the toilet
 - ❖ Eating
 - ❖ Smoking
 - ❖ Coughing
 - ❖ Blowing your nose
 - ❖ Sneezing
 - ❖ Touching your face
 - ❖ Cleaning

Fire and Evacuation

The Company has procedures in place to follow in the event of emergency. These are communicated to all employees during induction and are displayed throughout the offices. In simple terms the procedure is as follows:

In the event of a fire:

- ❖ Immediately sound the alarm by shouting “Fire, Fire, Fire” and activating the nearest alarm point.
- ❖ Only attack the fire if trained to do so – do not put yourself at risk.
- ❖ Dial 999 and ask for the fire brigade – give the building address and location of the fire ensuring it is heard by the operator.
- ❖ Evacuate the building by the nearest exit and proceed to the designated assembly point.
- ❖ Do not stop to collect personal belongings.
- ❖ Do not re-enter the building until told it is safe to do so.

The Company has appointed a ‘responsible person’ who is charged with the responsibility of ensuring the safety of the staff and any person who may legally come onto Company property and of anyone not on the premises but who may be affected.

The Director has been appointed as the 'responsible person'. The Director is responsible for the buildings common area safety arrangements and the maintenance of a building fire alarm and detection system. Therefore, in accordance with the Regulatory Reform (Fire Safety) Order 2005, the Company will ensure that a Fire Risk assessment is conducted, and adequate precautions put in place.

The Director is responsible for ensuring that the fire risk assessment is undertaken and completed. To achieve this duty, the Director will appoint specialist consultants to assist in the completion of the assessment and also in the maintenance of suitable firefighting equipment.

The day-to-day responsibility for ensuring all fire precautions are in place and in order is that of the Fire Marshal. In particular:

- ❖ Escape routes are checked daily to ensure they are free from obstruction
- ❖ Fire extinguishers are maintained and serviced annually.
- ❖ Emergency Lighting is maintained and serviced quarterly, and records kept.
- ❖ Adequate numbers of Fire Wardens are appointed to assist in the event of a fire evacuation.
- ❖ Adequate numbers of Fire Wardens are appointed to assist in the event of a fire evacuation.

A full fire evacuation will be undertaken every year

Environment

The Company will take all reasonable steps to minimize as far as practicable the impact of its activities on the environment. The Company recognizes its responsibility to the community and has therefore identified the aspects of its operations that may have an effect on the environment. The Company does not consider its business to be of inherent damage to the environment, but it has identified certain areas which need to be controlled to minimize any detrimental environmental effect.

The Company will endeavour to control its following activities:

- ❖ Consumption of energy.
- ❖ Use of packaging materials.
- ❖ Emissions.
- ❖ Use of transport.
- ❖ Volume and treatment of waste.
- ❖ Noise in residential areas.

The Company will meet and where appropriate exceed the requirements of all relevant legislation, will seek to reduce the consumption of materials, and will recycle waste where possible. In addition, the Company will manage energy and fuel wisely and will minimise visual, noise and other impacts of its business on the local environment.

The Director will lead the process of implementing this policy and will keep the policy under continual review.

Waste Disposal

It is the policy of this company that where waste is generated during the course of company activities then that waste shall be disposed of in a controlled, safe, and proper manner. Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution then laid down company procedures will be followed to render such waste removal inoffensive and free of risk so far as reasonably practicable.

The Director will lead the process of implementing this policy and will keep the policy under continual review.



Record of Document Amendments

Amendment Date	Amendments made	Amended By	Issue number	Current version
16 th February 2022	First draft	J Overthrow	001	V 0.1
29 th June 2022	First draft of policy check	K Clark	002	
02 nd June 2022	Full review By Guardian H&S	J Overthrow	003	V 0.1
01 st June 2023	Change of issue reference to front page from V0.1 to V1.0 following a full review by company director	J Overthrow	004	V 1.0

Name James Overthrow

Position: Director

Date: 02nd June 2023

Review Date: 02nd June 2024

Signature: