

MDN UK Ltd

Health and Safety Policy

JULY 2024

Introduction to Your Safety Policy

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

It comprises three parts:

1. Policy Statement

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

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

2. The Organisation – Roles and Responsibilities

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

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

3. The Arrangements Section

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

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

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

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

Head Office

Safety House
Hanborough Business Park
Oxfordshire OX29 8LJ
Tel: 0845 402 5050
Email: enquiries@safetyservices.co.uk
Web: www.safetyservices.co.uk
WISE: wise.safetyservices.co.uk

Contents

Introduction to Your Safety Policy.....	2
Section 1 Company Health and Safety Policy Statement.....	5
MDN UK Ltd Health and Safety Policy Statement.....	6
MDN UK Ltd Equal Opportunity Policy Statement.....	7
MDN UK Ltd Bullying and Harassment Policy Statement.....	8
MDN UK Ltd Environmental Policy Statement.....	10
MDN UK Ltd Grievance Policy Statement.....	11
MDN UK Ltd Modern Slavery Act 2015 Policy Statement.....	14
MDN UK Ltd Anti-Bribery and Corruption Policy Statement.....	16
MDN UK Ltd Disciplinary Policy Statement.....	18
Section 2 Organisation.....	20
Organisation – Roles and Responsibilities.....	21
Managing Director.....	22
Directors.....	23
Retained Health and Safety Consultants.....	24
Construction Director.....	25
Projects Manager.....	26
Contracts Manager.....	27
Site Manager.....	28
Employees and Labour only Contractors.....	30
Sub-Contractors.....	31
Engineer.....	32
Quantity Surveyors.....	33
Principal Designers.....	34
Designers.....	36
Manager Responsible for Personnel.....	40
Manager Responsible for Office Staff.....	40
Office Staff.....	41
Section 3.....	42
Arrangements.....	42
Arrangements for Concerns over Health and Safety Issues.....	43
General Arrangements.....	46
Management of Health and Safety at Work.....	49
Consultation with Employees.....	52
Workplace Health, Safety and Welfare.....	55
Working Time.....	58
Appointment of Sub-Contractors.....	60
Use of Foreign Labour.....	63
Health and Safety of Young People at Work.....	64
First Aid.....	67
Accident Reporting.....	71
Construction Design and Management.....	74
Company Offices.....	80
Fire Precautions.....	82
Health Hazards.....	94
Control of Substances Hazardous to Health.....	95
Noise.....	98
Hand-Arm/Whole Body Vibration.....	100
Dust in the Workplace.....	105
Mental Health and Stress in the Workplace.....	108
Health Surveillance.....	114
Occupational Health and Health Promotion.....	118
Protective Clothing and Equipment.....	121
Tight Fitting Respiratory Protection (Dust masks).....	124
Manual Handling.....	126
Communal Areas.....	128
Electricity in Offices.....	129
Electricity on Site.....	130
Electrical Power Tools.....	131
Display Screen Equipment.....	134

Work Equipment.....	136
Plant on Site.....	138
Abrasive Wheels	140
Site Tidiness.....	141
Underground Services	142
Entry into Confined Spaces	144
Working Underfloor and in Restricted Spaces	146
Management of Asbestos	147
Asbestos	149
Hot Work	151
Work at Height	157
Mobile Elevated Work Platforms (MEWP)	160
Aluminium Mobile Tower Scaffolding.....	161
Stepladders, Trestles and Staging's	162
Ladders	163
Driving	164
Cleaning Operations	166
Waste Removal.....	167
Alcohol, Drugs and Medication	171
Smoking	172
Protection of the Public	173
Working in Occupied Premises.....	173
Working Outdoors	174
Temporary Works.....	175

Section 1
Company Health and Safety Policy Statement

MDN UK Ltd Health and Safety Policy Statement

The Company recognises its responsibilities under **the Health and Safety at Work etc. Act 1974** and other relevant safety legislation with regards to its employees and others who may be affected.

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

To achieve this, we will:

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

As Nominated Director I will:

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

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

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

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

Signed:.. 

Dated:.. 31/07/2024

MDN UK Ltd Equal Opportunity Policy Statement

The Company recognises its responsibilities under the Equality Act 2010. Discrimination can take many forms and can be on the grounds of age, race, sex, disability, part time status, fixed term status, notice of intention to take or taking adoption, maternity, paternity and/or parental leave, gender reassignment status, marital status, sexual orientation and religion or belief.

This non-contractual policy applies to all aspects of employment from advertising of posts, selection, engagement, employment, training, and promotion of people, which shall be on the basis of objective factors being their aptitude, performance and ability. This policy applies to all company employees without regard to age, race, colour, nationality, ethnic origin, national origin, sex, disability, part time status, fixed term status, and personal orientations including marital status, religion, or belief.

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

To this end, MDN UK Ltd has nominated a director with responsibility to ensure that:

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

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

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

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

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

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

Signed:.....

Dated:.....

MDN UK Ltd Bullying and Harassment Policy Statement

The aims of this policy are to ensure that:

- MDN UK Ltd is committed to building an organisation where bullying or harassment is taken seriously, and instances of bullying and harassment will not be tolerated.

The policy will be a priority for the organisation.

Neil Frost will be responsible for the day to day operation of the policy.

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

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

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

Managers and workers in key decision-making areas will be trained on the effects that that bullying, and harassment will have on the individual and on the organisation

Everyone will be treated with dignity and respect at this organisation. Bullying and harassment of any kind is in no-one's interest and will not be tolerated in the workplace; this includes bullying or harassment of staff by visitors to this organisation.

This policy applies to all staff on and off the premises, including those working away from their main office, place of work.

Bullying and harassment will be treated as disciplinary offences.

What are bullying and harassment?

Harassment, in general terms is unwanted conduct affecting the dignity of men and women in the workplace, where actions or comments are viewed as demeaning and unacceptable to the recipient.

It may be related to age, gender, race, disability, religion, belief, sexuality, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident.

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

Bullying or harassment may be by an individual against an individual or involve groups of people. It may be obvious, or it may be insidious. It may be face to face. or in written communications, electronic (e)mail, phone. Whatever form it takes, it is unwarranted and unwelcome to the individual. It may take place in private or in public.

Examples of bullying/harassing behaviour include:

- spreading malicious rumours, or insulting someone by word or behaviour (particularly on the grounds of race, sex, disability, sexual orientation and religion or belief)
- copying memos that are critical about someone to others who do not need to know
- ridiculing or demeaning someone - picking on them or setting them up to fail
- exclusion or victimisation
- unfair treatment
- overbearing supervision or other misuse of power or position
- unwelcome sexual advances - touching, standing too close, the display of offensive materials
- making threats or comments about job security without foundation
- deliberately undermining a competent worker by overloading and constant criticism
- preventing individuals progressing by intentionally blocking promotion or training opportunities.

Legitimate, constructive and fair criticism of an employee's performance or behaviour at work is not bullying. An occasional raised voice or argument is not bullying.

Procedures

Complaints of bullying and/or harassment, or information from staff relating to such complaints, will be dealt with fairly and confidentially and sensitively using the general format set out in the MDN UK Ltd grievance procedures. However, bullying or harassment will not be treated as a standard grievance; it is a serious issue and will be treated as such.

Where complaints of bullying or harassment involve your line manager approaches should be made to another appropriate manager.

Investigation

Complaints will be taken seriously and investigated promptly, objectively and independently. Decisions can then be made as to what action needs to be taken.

Informal action

If appropriate, the matter will be dealt with informally; sometimes people are not aware that their behaviour is unwelcome, and a formal discussion can lead to greater understanding and an agreement that the behaviour will cease.

Formal action

More serious cases of bullying or harassment will be dealt with under the organisation’s disciplinary procedures. Where bullying or harassment amounts to gross misconduct, dismissal without notice may be appropriate. The person making the complaint will not be moved unless they ask for such a move.

Counselling and Mediation

Counselling or mediation may be considered, particularly where investigation shows no cause for disciplinary action, or where it may be useful to help resolve the issue or help support the person accused as well as the complainant.

Unfounded allegations

Employees lodging a complaint will not be disciplined for doing so unless somebody makes an unfounded allegation of bullying and/or harassment for malicious reasons. The case will then be investigated and dealt with fairly and objectively under the disciplinary procedure.

The effectiveness of the policy will be monitored regularly. A report on progress will be produced each year, and published via the intranet, the website, the staff newsletter, notice boards, and the annual report.

This policy has been endorsed by Neil Frost and has the full support of the management / board.

The policy was approved on 31/07/2024 following consultation with senior managers, workers, workers’ representatives, and trade unions.

Overall responsibility for the effectiveness of the policy lies with Neil Frost . For more information, please contact: Dean Yates <d.yates@mdnuk.co.uk>

Signed:

Date.....

MDN UK Ltd Environmental Policy Statement

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

To achieve this, we will:

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

As Nominated Director I will:

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

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

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

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

Signed

Dated:

MDN UK Ltd Grievance Policy Statement

The aims of this policy are to ensure that:

- MDN UK Ltd is committed to building an organisation where everyone is treated fairly and there is a procedure to raise a grievance informally and formally

The policy will be a priority for the organisation.

Neil Frost will be responsible for the day-to-day operation of the policy.

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

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

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

Raising a Grievance at Work

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

Issues that may cause grievances include:

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

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

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

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

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

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

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

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

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

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

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

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

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

Mediation

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

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

Informal Procedure

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

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

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

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

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

Formal Procedure

Stage One - Formal Resolution

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

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

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

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

Investigation

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

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

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

Outcome

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

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

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

Stage Two - Appeal

If an employee remains aggrieved, they may write to a Director within ten working days of the date of the decision under Stage 1, exercising their right of appeal.

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

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

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

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

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

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

Signed.....

Date:.....

MDN UK Ltd Ltd Modern Slavery Act 2015 Policy Statement

This statement is made pursuant to Section 54(1) of the Modern Slavery Act 2015 (the “Act”) and sets out the steps that MDN UK Ltd has taken and will be taking to ensure that slavery and human trafficking is not taking place in any part of our business, or that of our supply chain.

The reputation of for lawful and responsible business behaviour is of paramount importance and is one of its greatest assets.

MDN UK Ltd is committed to the prevention, deterrence, and detection of modern-day slavery/trafficking within our organisation or supply chain and has zero tolerance towards such behaviour.

The Modern Slavery Act consolidates slavery and trafficking offences and introduces tougher penalties and sentencing rules.

It ensures that the main offences are subject to the toughest asset recovery regime under the Proceeds of Crime Act 2002, introduces bespoke slavery and trafficking compensation orders, and provides for the confiscation of vehicles, ships and aircraft used for the purposes of trafficking.

The act includes provisions to:

- Enable the Secretary of State to make regulations relating to the identification of and support for victims
- Make provision for independent child trafficking advocates
- Introduce a new reparation order to encourage the courts to compensate victims where assets are confiscated from perpetrators
- Close gaps in the law to enable law enforcement to stop boats where slaves are suspected of being held or trafficked
- Require businesses over a certain size (turnover £36m or more) and threshold to disclose each year what action they have taken to ensure there is no modern slavery in their business or supply chain.

MDN UK Ltd will ensure that the following additional procedures are considered to prevent slavery/trafficking:

MDN UK Ltd - Internal Procedure

Protecting our Employees

All our new employees are subject to pre-employment checks to confirm their identity and right to work in the UK prior to their starting work at MDN UK Ltd . Information is provided to all employees on their statutory rights including sick pay, holiday pay and any other benefits they may be entitled to by virtue of their employment.

Where recruitment agencies are used, we ensure they comply with all legal requirements. These procedures collectively help to address our on-going commitment to protect our employee's human rights and the elimination of all forms of forced and compulsory labour.

Engage and train staff – We have developed an ‘Anti-Slavery and Human Trafficking Standard’, setting out an introduction to the Act and its impact on our employees. Through our internal training and induction programmes and internal communications programmes, staff are encouraged to identify and report any potential breaches of the Standard.

We nominate a champion(s) to educate the business stake holders at the right level and use this statement as a communication tool to raise awareness of the impact of individual decisions can have on ethical procurement.

Any employee of MDN UK Ltd has knowledge or suspects that human slavery or trafficking is taking place either in our organisation or supply chain, will be expected to report this directly to the Managing Director or another Director.

MDN UK Ltd will immediately ask for the company or individual to be removed from either the company or supply chain, on the grounds of gross misconduct, and they will be reported to the relevant authorities.

MDN UK Ltd - External Procedure

MDN UK Ltd Procurement’s Role – Supply Chain/Buyers, Managers, Supervisors, Surveyors, Estimators etc. (All those procuring materials/labour)

Those procuring products, materials, or labour on behalf of, MDN UK Ltd must ensure as far as reasonably practicable that they know the source or origin of each product, to ensure no slavery or trafficking has been used.

We have an important role to play in sourcing in a manner that enables and rewards suppliers for good employment practices, rather than purchasing in a manner which drives the use of modern-day slavery/trafficking practices.

We expect our suppliers to support and demonstrate our values, which is an essential component of our approach to Corporate Social Responsibility.

MDN UK Ltd will ensure its Supply Chain are aware of this policy, and will ask where applicable as part of the tendering process for each company to provide:

- a) The organisation’s structure, its business, and its onward supply chains.
- b) Their policies in relation to slavery and human trafficking.
- c) Their due diligence processes in relation to slavery and human trafficking in its business and supply chains.
- d) the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk.
- e) its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate.
- f) Training about slavery and human trafficking available to their own staff.

The standards we expect from our suppliers address a broad spectrum of working conditions including fair remuneration, working hours, no child labour, respect, non-discrimination, health safety and wellbeing, as well as freedom from forced labour.

We will assess any instances of non-compliance on a case-by-case basis, taking any remedial action accordingly.

We will not progress to working with any supplier which does not comply with the Modern Slavery Act.

We believe that the risk of slavery and human trafficking within our own organisation is substantially mitigated as a result of our strong collective sense of vision and purpose, our cultural values and commitment to ethical behaviour, supported by our policies and procedures.

However, we are not at all complacent and recognise that there is always more that can be done. We will continuously seek to develop our practices where possible and to work with our suppliers and contractors to be as certain as we can be that they hold the same values as us.

This policy statement applies to all Employees, Sub-Contractors and Supply Chain Partners at all times.

Signed:

Date:

MDN UK Ltd Anti-Bribery and Corruption Policy Statement

MDN UK Ltd and its senior management have a zero-tolerance anti-bribery policy that forbids employees from offering or accepting bribes in any form – monetary or otherwise.

This document is the group's high-level policy statement. Employees of group companies must also comply with local policies and procedures that apply to them as set out in any other individual group company compliance manual or procedures.

Bribery and fraud may occur internally or externally and may be perpetrated by employees, clients, suppliers, contractors, service providers, agents or anyone else doing business with the group. We reject bribery in any form and our customers and any other person with whom the group interacts can be confident that we value our reputation very highly and that they are dealing with a company that will not risk damage to its reputation by getting involved in illegal or unethical business practices.

The group will not, therefore, enter into any business relationship or engage in any activity if it knows or has reasonable grounds to suspect that a business relationship or activity is, in any way, connected with or facilitates bribery or fraud. We will actively cooperate with law enforcement authorities for the investigation and punishment of any act of bribery connected to any group company.

Bribery Act – Offences

The UK Bribery Act 2010 (the "Bribery Act") defines the following offences:

- 1 Paying bribes: offering, promising or giving a financial or other advantage to induce someone to perform their function or activity 'improperly' (the 'active' bribe offence)
- 2 Receiving bribes: requesting, agreeing to receive or accepting a financial or other advantage for performing your function or activity 'improperly' (the 'passive' bribery offence)
- 3 Bribing a foreign public official: this includes bribes paid to stop public officials from exercising their normal function, or exercising a function that is not within their authority
- 4 Failure by a company to prevent bribery by associated persons* (the corporate offence)

*Under the UK Bribery Act if a person associated with an organisation bribes a person with the intention of gaining or retaining a business advantage for a commercial organisation, then the organisation may be guilty of an offence under the Act and liable for an unlimited fine. Associated persons include anyone who performs services for or on behalf of the company, eg an employee, agent or subsidiary.

Non-compliance with the Bribery Act may lead to disciplinary action, including termination of employment and could result in criminal penalties for the group and any individual staff members who commit bribery or fraud.

UK Bribery Act 2010 Penalties

- 1 Individuals convicted for paying or receiving bribes face up to ten years' imprisonment
- 2 Companies convicted of failing to prevent bribery by associated persons face unlimited fines
- 3 Directors and senior officers of companies involved can face criminal and civil liabilities

Hospitality

In its guidance to the Bribery Act, the UK government has stated that bona fide hospitality and promotional expenditure to improve a company's image, present products, and services, or establish cordial relations with clients, is completely legitimate.

Hospitality or promotional expenditure, which is reasonable, proportionate and made in good faith, is an established and important part of doing business, so, paying for a business lunch or taking a client out for an event to discuss business is perfectly acceptable; the Act does not seek to penalise such activity.

However, corporate hospitality, promotions and gifts have the potential to create a perception of bribery, and it is essential to draw a distinction between what is legitimate in business situations and what is bribery; any gift or hospitality that seeks to influence the recipient into performing their function improperly would be considered a bribe. If hospitality or promotions are offered to influence an official to secure business or a business advantage, or to improperly induce a potential client to award a contract, it can amount to bribery.

The more lavish the hospitality or expenditure (beyond what may be reasonable standards in the particular circumstances) the greater the inference that it is intended to encourage or reward improper performance or influence an official. Lavishness is just one factor that may be considered by the authorities in determining whether an offence has been committed.

The full circumstances of each case would need to be considered. Other factors might include that the hospitality or expenditure was not clearly connected with legitimate business activity or was concealed.

Employees should note that any hospitality, given or received, where the host is not present will be regarded as a gift under our group policy and will, unless the value of the gift is below the financial limits that we have set, most likely be viewed as being unacceptable.

Employees should consider the following in determining whether a gift, hospitality or expense is acceptable:

- **Made for the right reason:** if a gift or hospitality, it should be given clearly as an act of appreciation, or to establish cordial relations with new or existing customers, if travel expenses then for a bona fide business purpose
- **No obligation:** the gift, hospitality or reimbursement of expense does not place the recipient under any obligation which can only be satisfied by improper behaviour designed to favour the host or donor
- **No expectations:** expectations are not created in the giver or an associate of the giver or have a higher importance attached to it by the giver than the recipient would place on such a transaction
- **Made openly:** if made secretly and undocumented then the purpose will be open to question
- **Accords with stakeholder perception:** the transaction would not be viewed unfavourably by stakeholders if it were to be made known to them
- **Reasonable value:** the value of the gift is small or the value of the hospitality or reimbursed expense accords with our entertainment policy and monetary limits and accepted business practice
- **Appropriate:** the nature of the gift, hospitality or reimbursed expense is appropriate to the relationship and accords with general business practice and local customs
- **Legality:** it is compliant with relevant laws
- **Conforms to the recipient's rules:** the gift, hospitality or reimbursement of expenses meets the rules or code of conduct of the recipient's organisation
- **Infrequent:** the giving or receiving of gifts and hospitality is not overly frequent between the giver and the recipient
- **Documented:** the expense is properly recorded in our books and records, and
- **Reported:** the gift, hospitality or expense is recorded and where necessary, reported to Compliance in accordance with our Gifts and Hospitality reporting requirements

Sponsorship

MDN UK Ltd is committed to corporate social responsibility, which may include donation and sponsorship of various activities and events. However, we must take care that donations and sponsorships are not used as, or perceived to be, inducements to retain or gain business.

Employees may at times be asked by a customer to support a good cause or sponsor something that they are involved with. Overseas, you may be called upon by officials to make political contributions or sponsor events or projects that they are involved with. Such situations must be weighed carefully and brought to the attention of and sanctioned by the board of the relevant group company before acting on the request.

Facilitation payments

The Bribery Act specifically outlaw's facilitation payments as they are seen as a form of bribery made with the purpose of expediting or facilitating the performance by a public official of a routine governmental action, the exception being where such payments are for legally required administrative fees, or fast-track services.

Whistleblowing

If any employee is aware of bribery that person must report it immediately.

If any employee has a concern about any malpractice, they should raise their concern with their senior manager. If they feel unable to do this, it should be raised with the Compliance Officer who will investigate the matter. Such approaches will be treated in confidence and with discretion.

Competition Law

The company will comply with UK competition law and will not partake in any anti competition behavior such as entering cartels, bid rigging and discussing tenders, dividing market shares, and price fixing.

Signed.....

Date:.....

MDN UK Ltd Disciplinary Policy Statement

The aims of this policy are to ensure that:

MDN UK Ltd is committed to building an organisation where everyone is treated fairly but where warranted discipline will be used as a last resort

Neil Frost will be responsible for the day-to-day operation of the policy.

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

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

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

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

Principles

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

Procedure

1. Informal discussions

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

2. First or formal verbal warning

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

3. Written warning

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

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

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

4. Final written warning

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

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

5. Gross misconduct

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

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

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

6. The right to appeal

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

Signed.....

Date:.....

Section 2
Organisation

Organisation – Roles and Responsibilities

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

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

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

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

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

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

Managing Director

Roles and Responsibilities:

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

Roles and Responsibilities

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

Retained Health and Safety Consultants

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

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

It is the Company's responsibility to ensure that Safety Services (UK) Ltd is notified of any sites requiring audit visits.

It should be remembered that whilst there is no statutory reason for such notification consideration should be given to the nature of the work, taking into account that safety regulations apply to all sites irrespective of the time factor.

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

Roles and Responsibilities

- Understand the Company Policy for Health, Safety and Welfare and implement its day-to-day practicalities.
- Ensure the Managers and Employees are aware of their roles and responsibilities regarding health and safety with all implementing the requirements of this Policy
- Ensure that all works are planned in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.
- Have a wide knowledge of the requirements of **The Construction (Design & Management) Regulations 2015 (CDM 2015)** and other relevant legislation.
- Ensure that Contract Managers carry out their work to the required standards as laid down in this Company Policy. Apply the same standards to any work personally undertaken.
- Ensure that all necessary Construction Phase Plans are produced and communicated prior to commencing work on site.
- Ensure that all contractors/designers are assessed for competence and resources, in health and safety matters, prior to their appointment to work on a project.
- Ensure that Contract Managers allocate adequate resources to cover sound working methods and suitable welfare facilities.
- Take disciplinary action against those who fail to work to the required standards of health and safety.
- Lead by example regarding positive health and safety behaviours always.

Roles and Responsibilities.

- Understand the Company Policy for Health, Safety and Welfare and ensure that it is readily available on each site.
- Plan all works in accordance with policy requirements and ensure that it is regularly examined to establish if improvements or additions should be made
- Have a wide knowledge of the requirements of **The Construction (Design & Management) Regulations 2015 (CDM 2015)** and other relevant legislation.
- Determine at planning stage:
 - The requirements of the pre-construction information on CDM projects.
 - The most appropriate order and method of working.
 - The provision of adequate lighting and safe method of electrical distribution.
 - The allocation of health and safety responsibilities to each level of staff.
 - The welfare facilities and basic fire precautions required.
 - Any training or instruction required for personnel.
- Provide written instructions in situations not covered by Company Policy to establish working methods and sequences, outlining potential hazards and indicate control measures to be implemented. Ensure the Risk and Method Statements produced are available to the Site Manager/Site Agent to be communicated to all relevant stakeholders.
- Ensure, so far as is reasonably practicable, that work, once started:
 - Is undertaken as planned with regular reviews of all documentation to consider changing or unforeseen conditions as work proceeds. All relevant documentation shall be updated and communicated to all appropriate stakeholders where appropriate.
 - Is carried out in accordance with **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4** and other appropriate statutory requirements.
- Ensure that any electricity supply is installed and maintained in a safe and proper manner. Protect all overhead services in accordance with the service authorities or the Health and Safety Executive (HSE) recommendations and this Company Policy before work starts.
- Ensure that any design calculations for Temporary Works are independently checked, recorded, and managed within the site information.
- Reprimand any member of site supervisory staff or Sub - Contractors for failing to discharge safety responsibilities satisfactorily.
- Lead by example regarding positive health and safety behaviours always.
- Ensure that all design risk assessments and Sub - Contractor's method statements and risk assessments are suitable and sufficient prior to work commencing.

Roles and Responsibilities:

- Understand the Company Policy for Health, Safety and Welfare and ensure that it is readily available on each site.
- Plan all works in accordance with the Policy requirements and ensure that it is regularly examined to establish if improvements or additions should be made
- Have a wide knowledge of the requirements of **The Construction (Design & Management) Regulations 2015 (CDM 2015)** and other relevant legislation.
- Determine at planning stage:
 - The requirements of the pre-construction information on CDM projects.
 - The most appropriate order and method of working.
 - The provision of adequate lighting and safe method of electrical distribution.
 - The allocation of responsibilities to each level of staff.
 - The welfare facilities and basic fire precautions required.
 - Any training or instruction required for personnel.
- Provide written instructions in situations not covered by Company Policy to establish working methods and sequences, outlining potential hazards and indicate control measures to be implemented. Ensure the Risk and Method Statements produced are available to the Site Manager/Site Agent to be communicated to all relevant stakeholders.
- Ensure, so far as is reasonably practicable, that work, once started: -
 - Is undertaken as planned with regular reviews of all documentation to take into account changing or unforeseen conditions as work proceeds. All relevant documentation shall be updated and communicated to all appropriate stakeholders where appropriate.
 - Is carried out in accordance with **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4** and other appropriate statutory requirements.
- Ensure that any electricity supply is installed and maintained in a safe and proper manner. Protect all overhead services in accordance with the service authorities or the Health and Safety Executive (HSE) recommendations and this Company Policy before work starts.
- Ensure that any design calculations for Temporary Works as defined in BS 5875:2008 are independently checked, recorded and managed within the site information.
- Reprimand any member of site supervisory staff or Sub - Contractors for failing to discharge safety responsibilities satisfactorily.
- Lead by example regarding positive health and safety behaviours always.
- Ensure that all design risk assessments and Sub - Contractor's method statements and risk assessments are suitable and sufficient prior to work commencing.

Roles and Responsibilities

- Understand the Company Policy for Health, Safety and Welfare ensuring that it is communicated to all employees, particularly new starters during induction.
- Carry out all work in accordance with the policy requirements and bring to the attention of the Contracts Manager any improvements or additions which you feel necessary.
- Know the requirements of **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4** and other relevant legislation. Ensuring implementation of the requirements on site.
- Organise and manage sites so that work is carried out to the required standard with minimum risk to employees, other Sub - Contractors, visitors, the public, equipment, or materials.
- Ensure that registers, records, and reports are maintained and appropriately completed. With the records being retained on site for inspection if required.
- Ensure that current copies of relevant Regulations are available and statutory notices are prominently displayed.
- Provide induction training to any new employees; also ensure that all employees and sub-contractors on a new site are given pre-start briefing. All induction training is to be recorded with a record of attendance retained in the site files for inspection if required.
- Ensure that all necessary health and safety documentation is provided, and peer reviewed as suitable and sufficient prior to starting the specific work activity. Documentation should be to a standard where it meets all legislative requirements in relation to health and safety management.
- Maintain a suitable system to record the communication of all Risk and Method Statements to operatives undertaking the specific work activity.
- Ensure that all hazardous materials are properly marked, used and stored, as outlined in the COSHH assessments.
- Plan for and maintain a tidy site.
- Arrange delivery and safe stacking of materials to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner.
- Ensure that all information available relating to underground services on the site is obtained and available. Services shall be located, marked, and plotted accurately before excavation work commences. Do not allow mechanical excavation within limits of the underground service laid down by the service authority and Company Policy.
- Ensure that records are maintained of any underground services laid on site and that, wherever possible, these are defined by marker posts and signs during the construction period.
- Protect all overhead services in accordance with the service authority's recommendations and Company Policy before work starts.
- Implement and manage arrangements to ensure that all sub-contractors and employees are suitably qualified, experienced persons to undertake the roles and responsibilities placed on them (CSCS, CPCS, NPORS, SMSTS, SSSTS etc.). Copies of training records/competency records shall be retained on site for inspection is required.
- Ensure that the Construction Phase Plan and other relevant documentation where required by **The Construction (Design & Management) Regulations 2015 (CDM 2015)** is available and updated as work progresses.
- Consult and co-operate with line managers, sub-contractors and visiting advisors on health, safety, and environmental topics as appropriate

- Specifically monitor the performance of operatives and contractors under their direction, reprimanding them within company guidelines for breaches of policy or legislative requirement
- Ensure that Sub - Contractors under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks. Stop any work if you consider that there is an imminent risk of serious injury to any person.
- Ensure that any electricity supply is installed and maintained in a safe and proper manner.
- All electrical equipment must be tested for safe working, tagged and a register kept, by a competent electrician, at intervals laid down by Company Policy. No electrical equipment will be brought onto site by anyone, including Sub-Contractors, without the appropriate proof of regular testing. All temporary electrical equipment is not more than 110 volts.
- All plant and machinery must be tested at the statutory intervals and will not be brought onto site by anyone, including Sub-Contractors, without the appropriate certified proof of regular testing a copy of which will be retained on site for inspection if required.
- Ensure that adequate supplies of protective clothing and equipment are maintained on site and that the equipment is suitable. Ensure that it is issued when required and keep a register of PPE issue.
- Ensure that first aiders or appointed persons and adequate first-aid facilities, as required by **The Health and Safety (First Aid) Regulations 1981**, are on site and that all persons on site are aware of their location. Communicate the accident procedure to all employees, Sub-contractors, and site visitors.
- Ensure that any accident on site, which results in an injury to any person (not just employees) and/or damage to plant or equipment, is reported in accordance with Company Policy.
- Accompany the Health and Safety Executive Inspector on site visits. Action any recommendations made. Should the Inspector issue a Notice, (Prohibition or Improvement), contact the Contracts Manager immediately after complying with any requirements to stop work.
- Ensure that adequate fire precautions are provided for site, site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely. Where appropriate review the site Fire Risk Assessment as the project progressing to ensure it remains current. Liaise with the Fire Authorities where required.
- Review relevant drawings and soil investigation reports to determine appropriate excavation support requirements and provide these in accordance with Company Policy.
- Co-operate with your nominated Safety Adviser. Ask for their advice before commencing new methods of work or potentially hazardous operations.
- The Safety Adviser is given authority by the Company to stop any work where there is an imminent risk of serious injury.
- Lead by example regarding positive health and safety behaviours always.

Employees and Labour only Contractors

Roles and Responsibilities

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

This means that:

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

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

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

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

Sub-Contractors

Roles and Responsibilities

- All Sub - Contractors are expected to comply with the Company Policy for Health, Safety and Welfare and must submit their own Health and Safety Policy to the Company, for verification.
- Sub - Contractors will receive a copy of the Company's Safety Rules and Requirements prior to commencement on site. The Sub - Contractors operatives are expected to be fully aware of what is required of them whilst working on Company sites.
- Sub - Contractors should provide relevant assessments (Design, Risk, COSHH, Noise and Manual Handling) as appropriate and method statements if necessary for review prior to commencement on site.
- All work must be carried out in accordance with the relevant statutory provisions. Considering the safety of others on the site and the public. Sub - Contractors employees must comply with any safety instruction given to them by the Site Manager.
- All plant and equipment brought onto site by Sub - Contractors must be safe and in good working condition, fitted with any necessary guards and safety devices, with any necessary statutory inspection certificates available for checking. All operatives must be adequately trained in the use of such plant and equipment and, where appropriate, provide proof of competence.
- Sub - Contractor employees are not permitted to alter any scaffold provided for their use, or use, or interfere with any plant or equipment on the site, unless authorised. Where Sub - Contractors are required to hire or erect scaffolding they shall ensure that a suitably trained and certificated person installs and inspects it at weekly intervals with the appropriate entry being made in the Scaffold Inspection Register.
- No power tools or electrical equipment of greater than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use, and in good condition. All such equipment must be regularly tested for safe working and suitably tagged in accordance with the requirements of this Policy.
- Any injury sustained or damage caused by Sub - Contractors' employees must be reported immediately to the Site Manager.
- Sub - Contractors informed of any hazards or defects noted will be expected to take immediate action. Sub - Contractors will provide the Site Manager with the name of the person they have appointed as Safety Supervisor.
- The Company has engaged Safety Services (UK) Ltd to inspect sites and report on health and safety matters. Safety Advisers have the Company's authority to stop work at any time that they consider that there is an imminent risk of serious injury. Sub - Contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action to rectify the issue raised.
- Sub - Contractors must provide suitable welfare facilities and first-aid equipment in accordance with the Regulations for their employees unless arrangements have been made for Sub - Contractors' employees to have the use of the Company's facilities. Sub - Contractors will be required to prove, when appropriate, that at least one of their workforces on site is a suitably trained first aider.
- Any material or substance brought on site which has Health, Fire or Explosion risks must be used and stored in accordance with the Regulations and current recommendations, information relating to that material or substance must be provided to the Site Manager and any other person who may be affected prior to said material or substance being brought on to Site.
- Sub - Contractors are particularly asked to note that workplaces must be kept tidy with all debris, waste materials, etc. cleared as work proceeds using the appropriate waste routes.
- It is the policy of this Company that all operatives, Sub - Contractors, visitors, etc. on the Company's sites will always wear safety helmets other than in specifically designated 'no risk' areas by the Site Manager. Sub - Contractors will be required to provide and wear and/or use any appropriate items of protective clothing and equipment required for the process in which they are engaged.
- See also General Arrangements Sections of the Policy.

Engineer

Roles and Responsibilities

- Read and understand the Company Policy for Health, Safety and Welfare, ensuring that it is brought to the attention of any employees under your control.
- Ensure that information affecting the health and safety of any person on a proposed site is brought to the attention of the Contracts Manager, in the pre-construction information in particular: -
 - The existence of overhead electricity cables
 - Underground services
 - Ground conditions affecting the stability of excavations or safety of operatives (soil, water table, toxic substances, gases, etc.)
- Establish records of any underground services laid on site and ensure that, wherever possible, marker posts define these, with appropriate signs and the information is retained under **The Construction (Design & Management) Regulations 2015 (CDM 2015)**
- Report to the Site Manager any unsafe situation observed whilst on site.
- Carry out your own work in a safe manner; take precautions when working on or near public roads.
- Wear any necessary protective clothing or equipment. Lead by example regarding positive health and safety behaviours always.

Roles and Responsibilities

- To have read and understand the Company Policy for Health, Safety and Welfare. Ensuring that it is brought to the attention of any employees under your control.
- Ensure that all Sub - Contractors are asked to provide full information on any hazards associated with the equipment or materials supplied and this information is passed to the relevant Contracts Manager with control measures being implemented.
- Ensure that Sub - Contractors are assessed for competence and resources regarding health and safety, that they have received a copy of the Company's Safety Rules and Requirements as well as a copy of the Company Policy Statement.
- Undertake and retain evidence of a Sub-Contractor evaluation to include a review of their Health and Safety Policy and Procedures ensuring they meet their legal responsibilities. Obtain agreement that they will conform with The Company's Policy and Codes of Practice whilst on Company sites.
- See also sections in General Arrangements of this Policy.
- Rates negotiated for work carried out by Sub - Contractors must include all necessary safety precautions and, where appropriate, separate rates should be included for health and safety control measures.
- Ensure that Sub - Contractors carrying out any of the operations listed below shall provide as a minimum a written risk assessment and Method of Work Statement:
 - Demolition
 - Roof work or vertical cladding
 - Structural steel erection
 - Major earthworks
 - Asbestos removal
 - Lifting operations

and any other specific area on a project where it is deemed necessary.

- Lead by example regarding positive health and safety behaviours at all times.

Principal Designers

Principal Designers are designers appointed by the Client on projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.

The specific Regulations detailing the duties of Principal Designers, whether temporary or permanent works, are **The Construction (Design and Management) Regulations 2015 (CDM 2015)**.

Reference should also be made to the Health and Safety Executive (HSE) publication;
L153 Managing Health & Safety in Construction – Guidance

Together with **CITB Guidance CDM 2015/2 Guidance for Principal Designers** and any subsequent legislation.

The Principal Designer (PD) should be appointed by the Client as early as possible in the design process, if practicable at the concept stage.

The duties of the principal designers on any project are as follows: -

- To plan, manage and monitor the co-ordination of the pre-construction phase, including any preparatory work carried out for the project.
- PDs must:
 - assist the client in identifying, obtaining and collating the pre-construction information
 - provide pre-construction information to designers, principal contractor and contractors
 - ensure that designers comply with their duties and co-operate with each other
 - liaise with the principal contractor for the duration of your appointment
 - prepare the health and safety file.
- These duties as the principal designer apply regardless of the contractual arrangements for the appointment of other designers on the project. If you appoint other designers, you are responsible for ensuring that they have the relevant skills, knowledge, training and experience to deliver their work.
- **Assist with project set up** - Help the client to develop their initial brief outlining the Client's key requirements and expectations for the project, including any limitations or restrictions, such as budget, planning constraints and timescales. This may include specifications and standards, which will in turn help to outline health and safety expectations. E.g. the brief could highlight safety in design, via use of risk registers, Red; Amber and Green (RAG) lists and raising any other specific concerns.
- **Assist with compiling the pre-construction information** - the PD may need to assist the Client in doing this and then collating it for passing initially to the designers, then to the principal contractor for the construction phase. This information should be reviewed to identify any potential impacts on health and safety. Where the PD identifies any shortfalls in information, they should advise the client on how to address them.
- **Co-ordinate the pre-construction phase** with the client on how the pre-construction phase will be managed.
- **Co-ordinate designers** - the PD has a responsibility to co-ordinate health and safety with all the designers and provide relevant information to designers when it becomes available. The PD should ensure that designs are coordinated between the different designers to identify any potential impacts on health and safety during the full project lifecycle,
- **Ensure** that the designers comply with their duties during the design stage.
- **Note** - PDs are not expected to review everything during design development but focus where there is a high risk to health and safety, including changes made to the original design e.g. by leading design review meetings. Review the health and safety information provided, such as any remaining risks.
- **Communicate with the client** to provide them with updates on progress and to raise any potential issues.

- **Provide** the pre-construction information to the principal contractor.
- **Communicate with the principal contractor** regularly to ensure that the design, including temporary works design, are coordinated.
- **Support** the principal contractor in obtaining responses from designers to any questions relating to health and safety.
- Agree with the principal contractor on methods of communication with other contractors
- **Prepare the health and safety file** and ensure it is handed over to the client in a timely manner upon completion of the project.

Note - If the appointment ends before the project is completed, hand over the file to the principal contractor to develop and complete.

Designers

The specific Regulations detailing the duties of designers, whether temporary or permanent works, are **The Construction (Design and Management) Regulations 2015 (CDM 2015)**.

Together with **CITB Guidance CDM 2015/4 Guidance for Designers**.

Reference should also be made to the Health and Safety Executive (HSE) publication; **L153 Managing Health & Safety in Construction – Approved Code of Practice**

And any subsequent legislation.

The duties of the designers on any project are as follows: -

- **Make Clients aware of their duties** - when the Client engages you to carry out design work you must make sure that they understand their responsibilities under CDM 2015 before commencement.
 - **Note** - On projects with more than one contractor the Client will appoint a Principal Designer. If you are working as one of a team of designers, it is important that you know who the **Principal Designer** is, and that you cooperate with them.
- **Prepare and modify designs for safety and health** - Designers can help to avoid and reduce the risks that arise during construction and associated work. When preparing or modifying designs, your first aim is to eliminate risks to anyone who may be affected by your design or, if that is not possible, to reduce or control the risks.
- **Eliminate, reduce and control risks through design** - as a designer you will need to take account of the general principles of prevention when preparing or modifying your design. These provide a framework within which a design is considered for any potential health and safety risks which may affect:
 - workers, or anyone else who may be affected during construction
 - those who may maintain or clean the building once it is built
 - those who use the building as a workplace.
- Health and safety risks must be considered alongside other factors that influence the design, such as cost, fitness for purpose, aesthetics and environmental impact. When considering health and safety risks, you are expected to do what is reasonable at the time that the design is prepared, taking into account current industry knowledge and practice.
- Risks that cannot be addressed at the initial stage of a project should be reviewed later on, during the detailed design stage.
- Designers should take into account the requirement for maintenance, cleaning and access to the finished project. Ensure that the design of any structure intended as a workplace satisfies the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992
- **Co-operate and co-ordinate with others** - designers must co-operate with the client, other designers and anyone else who provides you with information, in particular the principal designer.
- Designers should co-ordinate and communicate with others to provide clear information on any risks that remain to be controlled, including temporary and permanent works designers, who should also co-operate to ensure that their designs are compatible with each other.
- Depending on the nature and extent of design work, there may be a need to carry out design reviews in order to focus on areas of the design where there are health and safety risks requiring resolution.
 - **Note** - If a design is prepared or modified outside Great Britain for use in construction work where these Regulations will apply the person who commissions the design if in Great Britain or if that person is not in Great Britain any client for the project shall ensure that the above is complied with.

- Designers must take into account the **general principles of prevention** when preparing or modifying a design and take account of **the Red; Amber and Green Lists**

General principles of prevention	Examples of applying them in practice
Avoiding risks by asking if you can remove the problem (or hazard) altogether.	<ul style="list-style-type: none"> • Move air conditioning plant on a roof to ground level, so that work at height is not required for either installation or maintenance. • Position a door away from a traffic route. • Design a roof with a high parapet to eliminate the risk of falls.
Evaluating the risks that cannot be removed.	<ul style="list-style-type: none"> • Work out whether the effort and expense of installing a fixed access system is appropriate if an area is only occasionally reached and the work can be done using a MEWP.
Combating the risks at source.	<ul style="list-style-type: none"> • Arrange for services to be isolated and diverted to where they will be away from the work area.
Ergonomic considerations - Adapting the work to the individual, especially the design of workplaces, the type of work equipment and the choice of working and production methods. With a view, in particular, to reducing the health effects of monotonous work and work at a predetermined rate.	<ul style="list-style-type: none"> • Provide workstations at an appropriate height. • Position lighting so it can be accessed easily for maintenance, e.g. by positioning bulkhead lights on landings and not halfway down staircases.
Adapting to technical progress: Consider new techniques or technologies.	<ul style="list-style-type: none"> • Specifying self-cleaning glass. • Prefabricating elements off-site
Substitute the dangerous with the non-dangerous or the less dangerous.	<ul style="list-style-type: none"> • Switch to using a paving block that is lighter in weight. • Substitute solvent- based products with water-based equivalents. • Recycled tyre kerbs instead of heavy concrete ones.
Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment. Set standards.	<ul style="list-style-type: none"> • Specify that all blocks should be cut using block splitter techniques rather than mechanical cutting, which produces large amounts of harmful silica dust.
Giving collective protective measures priority over individual protective measures, and make provisions so that the work can be organised to reduce exposure to hazards.	<ul style="list-style-type: none"> • Make provision for traffic routes so that barriers can be provided between pedestrians and traffic. • Fixed edge protection (barriers) rather than running lines.
Giving appropriate instructions to employees.	<ul style="list-style-type: none"> • Information on drawings or instructions, such as intended sequencing.

Safety in Design – Red, Amber and Green Lists

Red list - Hazardous procedures, products and processes that should be eliminated from the project where possible.

- Lack of adequate pre-construction information (e.g. asbestos surveys, details of geology, obstructions, services, ground contamination and so on).
- Hand-scabbling of concrete (e.g. 'stop ends').
- Demolition by hand-held breakers of the top sections of concrete piles (pile cropping techniques are available).
- Specification of fragile roof lights and roofing assemblies.
- Processes giving rise to large quantities of dust (e.g. dry cutting, blasting and so on).
- On-site spraying of harmful substances.
- Specification of structural steelwork not purposely designed to accommodate safety nets.
- Designing roof mounted services that require access (for maintenance and so on), without provision for safe access (e.g. barriers).
- Glazing that cannot be accessed safely. All glazing should be anticipated as requiring cleaning or replacement, so a safe system of access is essential.
- Entrances, floors, ramps, stairs escalators not specifically designed to avoid slips and trips during use and maintenance, including taking account of the effect of rain water and spillages.
- Design of environments involving adverse lighting, noise, vibration, temperature, wetness, humidity and draughts or chemical and/or biological conditions during use and maintenance

Amber list - Products, processes and procedures to be eliminated or reduced as far as possible and only specified or allowed if unavoidable. Including amber items would always lead to the provision of information to the principal contractor.

- Internal manholes and inspection chambers in circulation areas.
- External manholes in heavily used vehicle access zones.
- Specification of 'lip' details (i.e. trip hazards) at the tops of pre-cast concrete staircases.
- Specification of small steps (e.g. risers) in external paved areas.
- Specification of heavy building blocks (e.g. those weighing more than 20kgs).
- Large and heavy glass panels.
- Chasing out concrete, brick or blockwork walls or floors for the installation of services.
- Specification of heavy lintels (slim metal or hollow concrete lintels are better alternatives).
- Specification of solvent-based paints and thinners, or isocyanates, particularly for use in confined areas.
- Specification of curtain wall or panel system without provision for tying or raking scaffolds.
- Specification of blockwork wall more than 3.5 metre's high using retarded mortar mixes.
- Site traffic routes that do not allow for one-way systems and/or vehicular traffic segregated from site personnel
- Site layout that does not allow adequate room for delivery and/or storage of materials, including site specific components.
- Heavy construction components which cannot be handled using mechanical lifting devices (because of access restrictions/floor loading and so on).
- On-site welding, in particular for new structures.
- Use of large piling rigs and cranes near live railways, overhead electric power lines or where proximity to obstructions prevents guarding of rigs.

Green lists - Products, processes and procedures to be positively encouraged

- Adequate access for construction vehicles to minimise reversing requirements (one-way systems and turning radi).
- Provision of adequate access and headroom for maintenance in plant room, and adequate provision for replacing heavy components.
- Thoughtful location of mechanical and electrical equipment, light fittings, security devices etc. To facilitate access, and located away from crowded areas.
- Specification of concrete products with pre-cast fixings to avoid drilling.
- Specification of half board sizes for plasterboard sheets to make handling easier.
- Early installation of permanent means of access, and prefabricated staircases with hand rails.
- Provision of edge protection at permanent works where there is a foreseeable risk of falls after handover.
- Practical and safe methods of window cleaning (e.g. from the inside).
- Appointment of a temporary works co-ordinator (BS 5975)
- Off-site timber treatment if PPA- and CCA-based preservatives are used (boron or copper salts can be used for cut ends on site).
- Off-site fabrication and prefabricated elements to minimise on site hazards.
- Encourage the use of engineering controls to minimise the use of personal protective equipment.

Manager Responsible for Personnel

Roles and Responsibilities

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

Manager Responsible for Office Staff

Roles and Responsibilities

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

Roles and Responsibilities

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

Section 3

Arrangements

Arrangements for Concerns over Health and Safety Issues

If any employee has any concern over health and safety issues they should tell their immediate superior or health and safety manager / advisor.

If neither is available then they should tell the director to whom they report.

Concerns must be addressed quickly and no employee shall continue work until the working environment is safe.

Safety Services (UK) Limited have been retained by the Company for the purpose of assisting us in keeping up to date with changes in the law in relation to their employees' working practices and to provide advice on all matters relating to health and safety at work.

Safety Services UK Ltd call out service, email and telephone advisory service is available.

A director should be notified when they have been used by whoever has made the contact. The telephone number available for the advice service is shown below.

Should a call be answered by an answer phone the caller must record their name, their organisation name and the number on which that person may be contacted.

Safety Services (UK) Ltd: 0845 402 5050

Alternatively support is contactable via email;

Email: enquiries@safetyservices.co.uk

Work Safe (Right to refuse work)

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

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

Reference should be made to the chart on the following page

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

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

PREVENTION OF ACCIDENTS IN THE WORKPLACE

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

IMMINENT DANGER

Other categories of imminent danger may include:

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

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

Unsafe acts may include:

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

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

Unsafe conditions include:

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

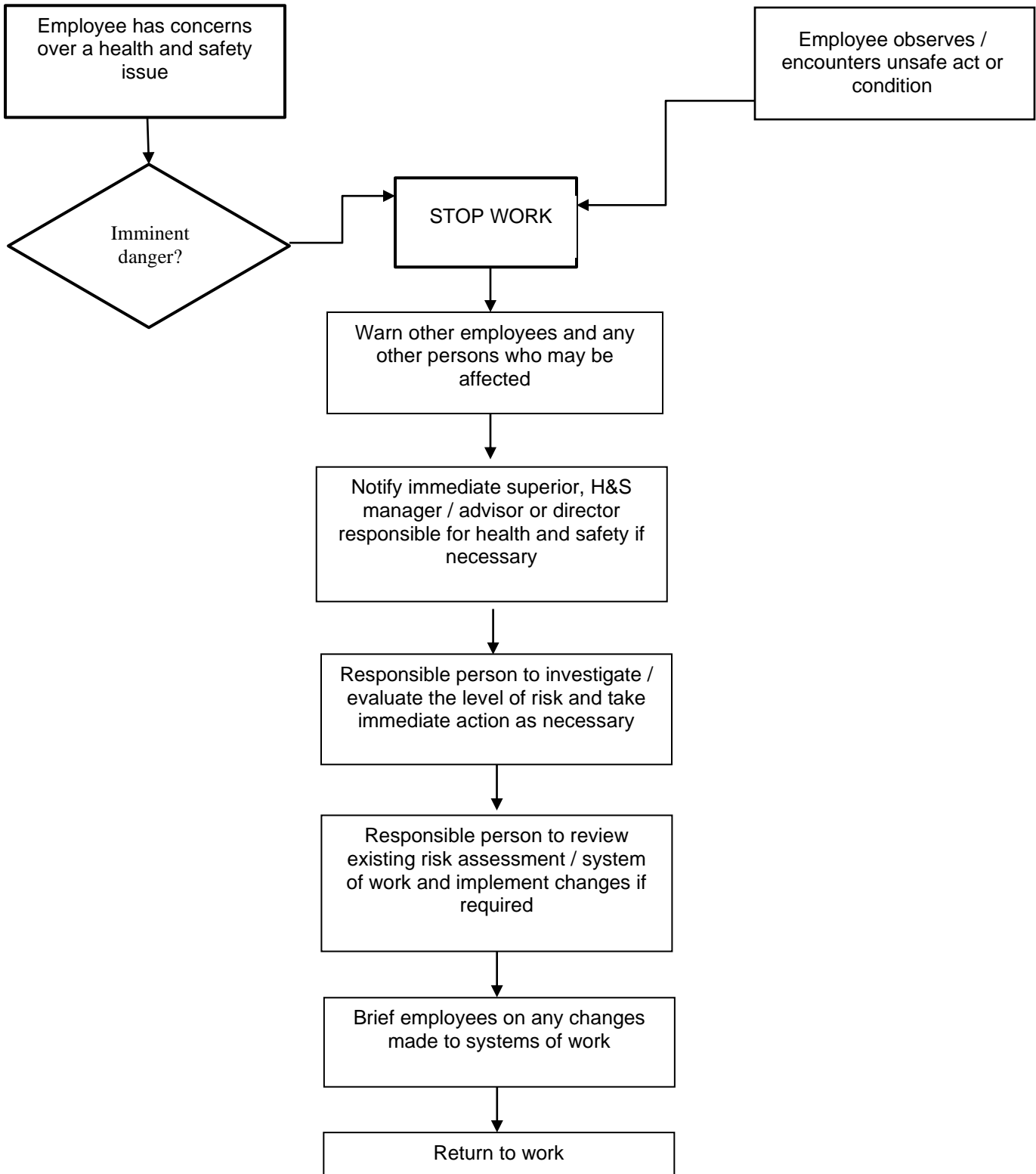
These lists are not exhaustive. Safety in the workplace requires that each person co-operates.

The main categories of serious injury in the workplace are:

- Falls from a height, e.g. down a staircase or from overreaching.
- Slips trips and falls
- Contact with electricity, e.g. from damaged cables or badly wired repairs.
- Being struck by falling objects, e.g. goods from a shelf.
- Repetitive injuries.
- Contact with moving parts of office machinery, e.g. shredders, guillotines.

IF IN DOUBT – REQUEST THE TASK IS RISK ASSESSED

Procedure for Concerns over Health and Safety issues



General Arrangements

All works activities must be planned and conducted with the requirements of this Policy taken into account, along with any relevant information provided for example; pre-construction information.

Any aspects of work not covered by this Policy must be identified and planned by the Project/Contracts Manager and written procedures defined. If necessary, a pre-contract meeting will be held and specific safety matters discussed. Written method statements will be prepared taking into account health and safety requirements and defining procedures as necessary.

Sub-Contractors and Suppliers

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

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

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

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

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

Training

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

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

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

Whilst appropriate qualifications are required by the Company before employment begins, it is not accepted that training will cease for that employee. This Policy requires all employees to continue training during the course of their employment.

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

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

Notifications

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

Any alterations to premises that may breach the requirements of an existing Fire risk assessment will be notified to the appropriate responsible person/organisation prior to the commencement of such work in order for the FRA to be reviewed. Any additional control measures will need to be implemented as identified by the responsible person.

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

The Project/Contracts Manager will satisfy themselves that the Health and Safety Executive (HSE) has been informed of all new projects of 30 days planned duration and 20 workers on site at any one time or 500 person days by the Principal Designer. The Contracts Manager will ensure that details of the Client, the Principal Designer and the Principal Contractor are displayed as required by **The Construction (Design & Management) Regulations 2015 (CDM 2015)**.

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

Protection of the Public

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

HSG151 Protecting the Public - Your next move.

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

Statutory Notices and Signage

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

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

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

Employee Consultation

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

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

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

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

Management of Health and Safety at Work

The Management of Health and Safety at Work Regulations 1999 covers the outline requirements for the management of health and safety.

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

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

HSG 65 Successful Health and Safety Management

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

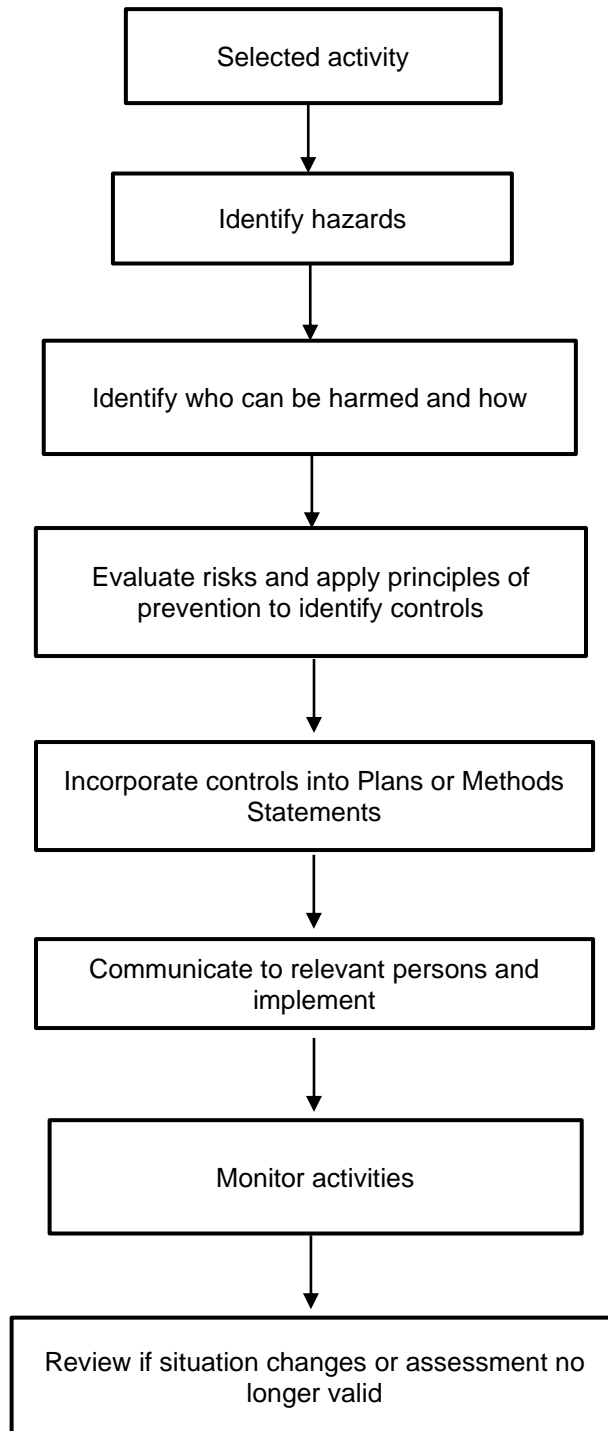
Safe System of Work

The company will ensure a Safe System of work is provided, this system of work, often referred to as a method statement, will be documented and communicated to those involved in the activity. The contents of a safe system of work should include, but are not limited to, the following, where relevant to the task being undertaken:

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

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

Risk Management Flowchart



Consultation with Employees

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

The company will consult with our employees either directly or via representatives nominated by our employees.

Arrangements for Consultation with Employees

Consultation shall be carried out on all matters to do with the health and safety of our employees at work.

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

- Introduced measures that may affect employee's health and safety
- Arrangements for nominating safety representatives
- Health and safety information required under this and other Regulations
- Planning and organisation of health and safety training
- When introducing new technology, tools or working processes
- Informing employees of the likely risks and dangers arising from their work, measures to remove or reduce these risks and what they should do if they have to deal with a risk or danger
- Any proposed change which may substantially affect their health and safety at work

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

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

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

These discussions will be by the most convenient manner for both parties.

REPRESENTATIVES OF EMPLOYEE SAFETY

Where elected, representatives of employee safety have the following functions:

- To make representations to the employer regarding possible risks and dangerous events in the workplace that may affect employees they represent.
- To make representations to the employer regarding general matters affecting the health and safety of the employees they represent.
- To represent the employees who elected them in consultation with an enforcing authority.

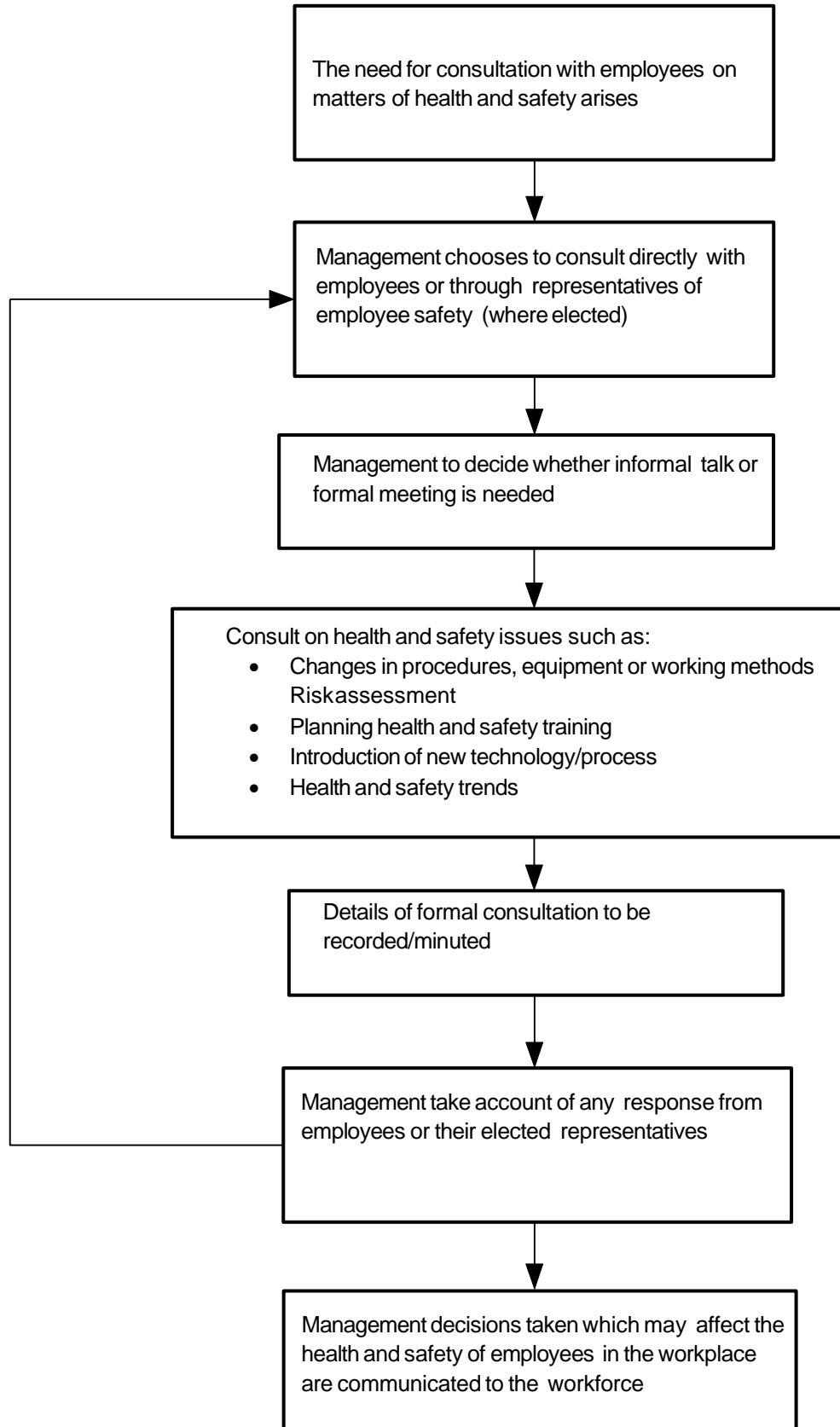
AVAILABILITY OF HEALTH AND SAFETY DOCUMENTATION AT THE WORKPLACE

It is an organisation requirement that all necessary health and safety documentation be in place and made available to our employees prior to any works commencing. This will include, as the case may be, the organisation health and safety policy, relevant method statements, plans of work, safe systems of work and risk assessments, as well as any other health and safety documentation which it is reasonable for organisation management to obtain for those works and which have a bearing on health and safety issues for that place of work.

GENERAL COMMUNICATION MEDIA

Health and safety information may also be transmitted by management to employees by way of memos, notice boards on organisation or site premises, minutes of meetings, site safety booklets and other media where deemed appropriate. It will be the responsibility of the nominated director, or their representative, to decide how to transmit health and safety information to the organisation's employees.

Procedure for Consultation with Employees



Workplace Health, Safety and Welfare

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

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

The Workplace (Health, Safety and Welfare) Regulations 1992 DO NOT apply to construction sites, reference should be made to **The Construction (Design & Management) Regulations 2015 (CDM 2015) Schedule 2** (see CDM section within this Policy).

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

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

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

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

Temperature – guidance states:

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

Ventilation

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

Lighting

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

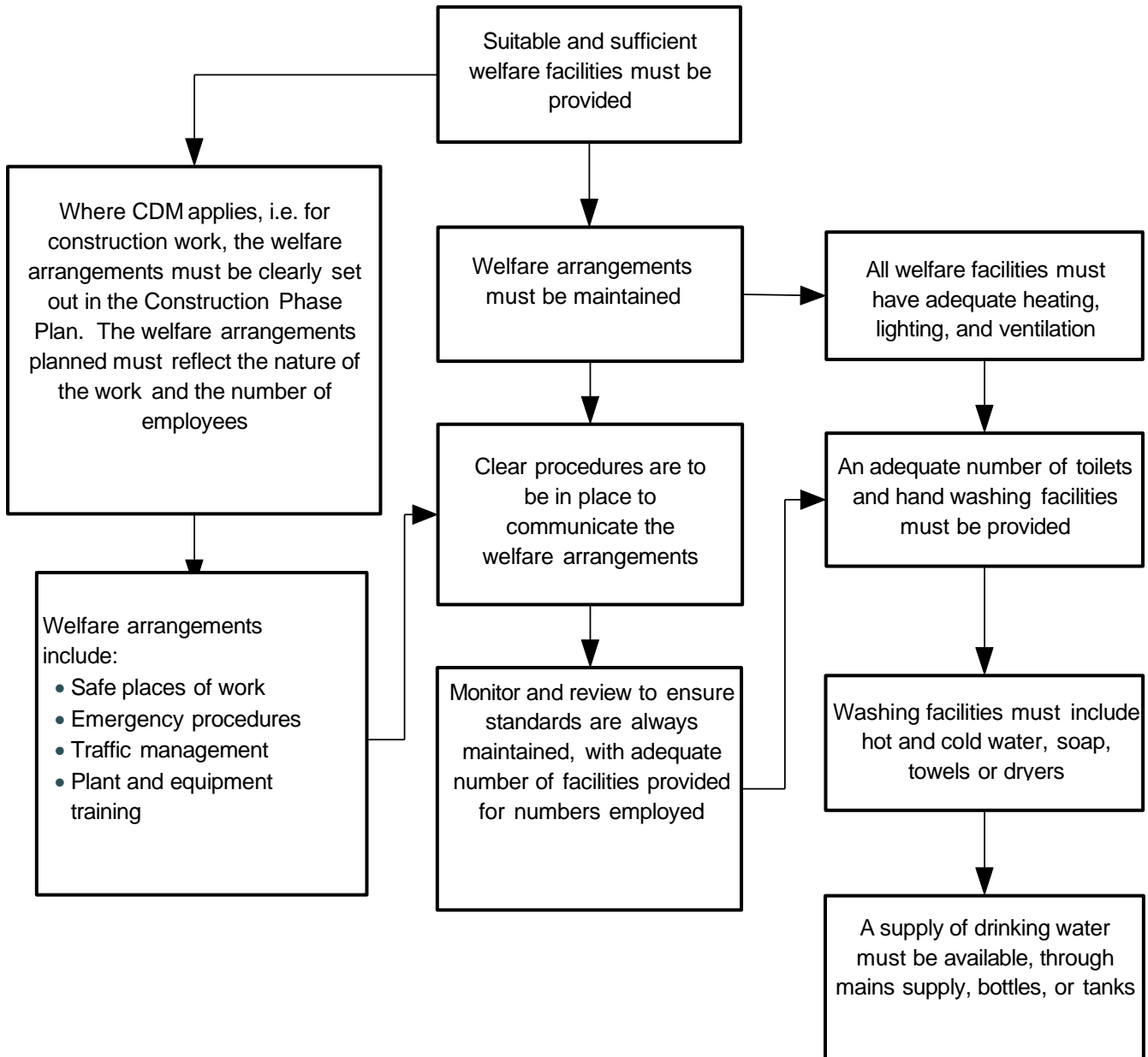
Working space

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

Workplaces

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

Procedure for Employee Welfare, Safety and Health



Working Time

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

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

Details can be obtained from the website: <https://www.gov.uk/maximum-weekly-working-hours>

Further reference can be found at: <http://www.hse.gov.uk/contact/fags/workingtimedirective.htm>

The Company's nominated Health and Safety Advisors will provide advice on the requirements as required.

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

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

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

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

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

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

Night Work

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

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

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

The Company will ensure the following working arrangements are implemented:

Daily rest breaks

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

Daily Rest

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

Weekly Rest

- A worker is entitled to one whole day off a week.
- Days off can be averaged over a two-week period, meaning workers can take two days off a fortnight.
- Days off are in addition to paid annual leave.

Young worker daily rest breaks

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

Young worker daily rest

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

Young worker weekly rest

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

Paid Annual Leave

- Every worker – whether part-time or full-time covered by these Regulations is entitled to 5.6 weeks paid annual leave. (pro-rata for part time workers)
- A weeks' leave should allow workers to be away from work for a week. It should be the same amount of time as the working week.
- This leave entitlement is not additional to bank holidays.
- Workers must give their employer notice that they want to take leave, employers can set times that workers take their leave.

Appointment of Sub-Contractors

The Company recognises that the selection and subsequent control of any contractor is crucial to the success of good Health, Safety & Environmental management. Failure to adequately manage contractor's activities can put personnel, members of the public and the contractors (including any sub-contractors they may have engaged) at risk of injury and may leave the Company exposed to enforcement action and potential prosecution.

Any contractor being brought in to work for the Company must first be vetted for their ability to perform to acceptable Health, Safety and Environment standards and in particular their duties under CDM. A record of these checks should be retained for inspection if required.

Anyone appointing a designer or contractor to work on a project must take reasonable steps to satisfy themselves that those who will carry out the work have the skills, knowledge, experience, and, where they are an organisation, the organisational capability to carry out the work in a way that secures health and safety. Reasonable steps will depend on the complexity of the project and the range and nature of the risks involved.

When appointing a designer or a contractor, sensible and proportionate enquiries should be made about their organisational capability to carry out the work. Only enquiries for information that will address the anticipated risks and capability of the supplier should be made – excessive or duplicated paperwork should be avoided because it can distract attention from the practical management of risks. Those making appointments will find the standard health and safety questions in PAS 91:2013 (Publicly Available Specification) Construction related procurement. Prequalification questionnaires a useful aid. Using PAS 91 standard questions is one way of helping to assess organisational capability.

Designers or contractors can use the services of an independent (third party) assessor to assess their organisational capability. If they do, there are companies that provide pre-qualification assessment services, including those who are members of the Safety Schemes in Procurement (SSIP) Forum. The SSIP Forum is an umbrella body with binding agreements to ensure member schemes recognise each other's pre-qualification assessments. The website (www.ssip.org.uk) provides a free search facility for any business that has undergone an SSIP assessment and gives further information about SSIP. SSIP assessment is one way a designer or contractor can demonstrate organisational capability at the pre-qualification stage of the appointment process, but not the only way.

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

Regulation 8 General Duties - Appointment of designers and contractors in L153 Managing Health & Safety in Construction – Approved Code of Practice.

It will be incumbent on the person appointing the contractor to check the Approved Contractor List (ACL) to see if the contractor has already been through the vetting system and is approved.

If not already on the ACL it is incumbent on that person appointing the contractor to ensure the contractor is sent a competency questionnaire and an appropriate accompanying letter requesting that they complete and return it. It will be a line management responsibility to ensure this is done in advance of appointment to chase return of information and to allow time for approval process.

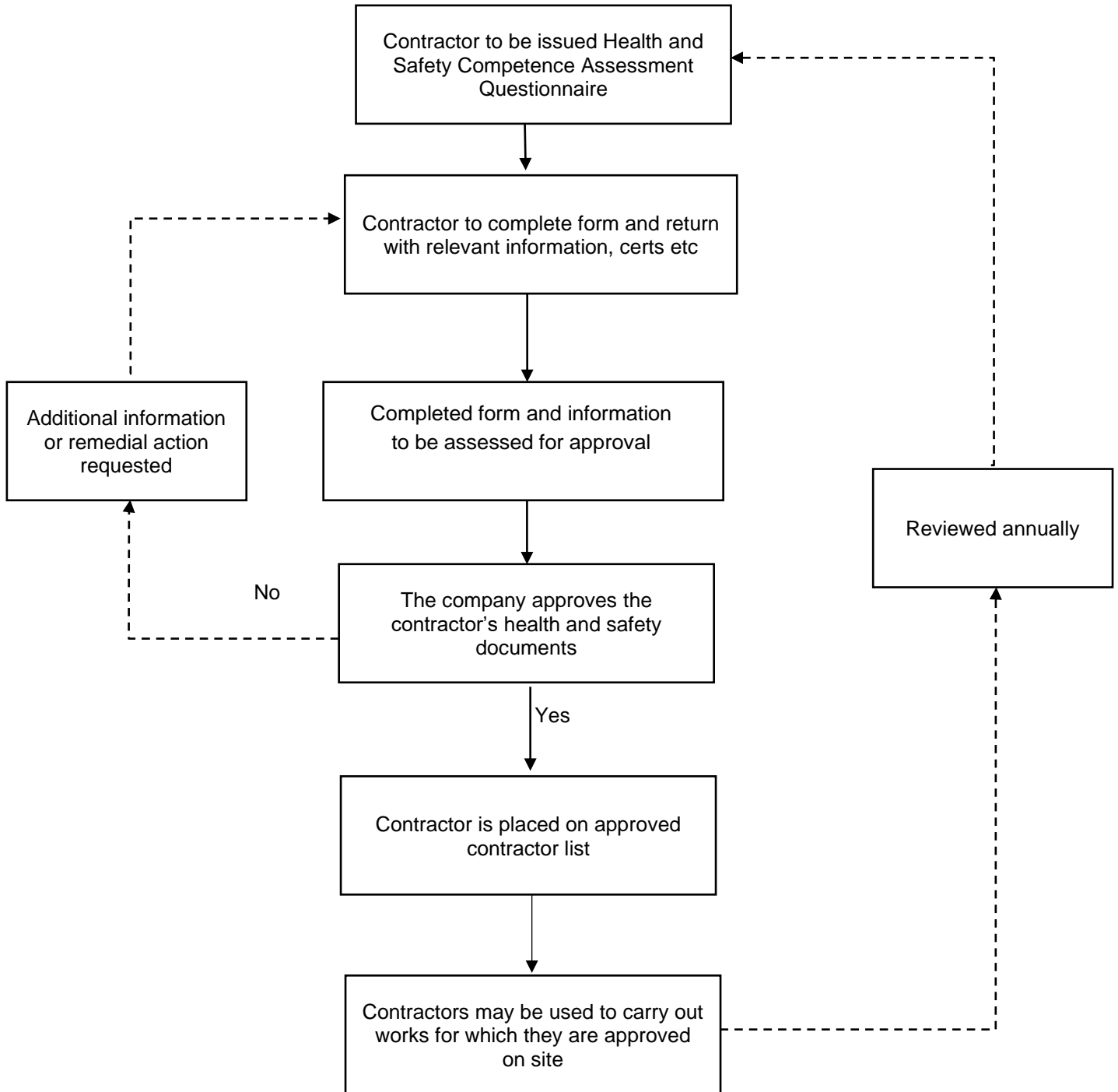
Experienced Line Managers / Contract Managers and the Safety Director will be responsible for supervising the day to day implementation and the effectiveness of this policy in ensuring the appointment of competent contractors

Every contractor must have completed the competency questionnaire and been approved by the Safety Director or other authorised person prior to commencement on site. The assessment shall be unbiased and apply a good common-sense approach to the interpretation of the evidence supplied by the contractor. A check of the HSE website for prosecutions and 'notices' must be made.

Should additional evidence be required before a decision can be made, this should be sought without delay by the person appointing the contractor or directly by the person undertaking the assessment. Only when satisfied that the contractor can perform safely will the approval be given.

The Contractor will be approved for a maximum of 12 months or less subject to site performance. In order to remain on the approved contractor list, updated information shall be requested from the contractor by the next person considering appointment.

Contractor Appointment Procedure



Use of Foreign Labour

The Company recognises that English is not the first language for many people in the United Kingdom.

In many cases it is not possible to insist that all workers can speak or read English; and insisting on this could be classed as discrimination under the **Equality Act 2010**.

The Health and Safety at Work Etc Act 1974 and The Management of Health and Safety at Work Regulations 1999 require the health and safety of all workers to be considered and that employees are warned, trained and informed of all potential risks; and the means of reporting problems to their health or safety.

There are several options that can be used to achieve this; the Company will consider each situation on its own merits and select the most appropriate action.

Where workers that do not speak or understand English are likely to be used then organisations providing the labour will be requested to ensure that where possible at least one person in four can understand and preferably read English.

Induction documentation will be supplemented with pictorial aids. Regular refreshers will be held and confirmation of understanding of the induction training will be required.

Where possible work will be planned to ensure that the non-English speaking workers are accompanied by an English-speaking worker by way of a "Buddy System"

If the size of the project is sufficient then induction and Toolbox Training information will be translated into the appropriate language.

Risk assessments should take this into account and the level of control should be appropriate to the hazards and risks present.

Additional supervision will be provided with new workers to the site and any higher risk activities until the site supervisor is satisfied that the workers understand the requirements placed on them and that they are working in a suitable and safe manner

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

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

Allowance may need to be made for the provision of:

- Extra training and supervision
- Appointing a buddy
- The provision of information to employees in an alternative format
- Use of a Translator
- Diagrammatic' s in Inductions and Safe Systems of work

Health and Safety of Young People at Work

If young persons (those under 18) or children (those under minimum school leaving age) are to work on site (as employees, trainees or on work experience), reference should be made to the requirements of **The Management of Health and Safety at Work Regulations 1999**.

These regulations require employers to protect young persons from any risks at work and they must undertake risk assessments under the above Regulations, which specifically address:

- The inexperience
- Immaturity
- Lack of awareness of existing risks of young persons in relation to the mental, physical and psychological demands of the task

Employers may not employ young person/s where the work.

- Is beyond their physical or psychological capacity
- Involves exposure to toxic or carcinogenic substances, or substances, which cause heritable genetic damage, harm to unborn children, or cause any other chronic health effect
- Involves harmful exposure to radiation
- Involves a risk of accidents which young persons may not reasonably recognise due to their insufficient attention to safety or lack of experience or training
- Involves a risk to health from extreme temperatures (hot or cold), noise and vibration.

The regulations also require certain information to be given to employees and to the parents/guardians of children, including copies of risk assessments and details of control measures.

The regulations **do not** apply to;

- Occasional or short-term work in a family undertaking where the work is not considered harmful, damaging or dangerous to young persons
- Domestic service within a private household

NB: Regulations such as **The Provision and Use of Work Equipment Regulations 1998** and **The Lifting Equipment and Lifting Operations Regulations 1998** have removed age limits for operations such as slinging, using abrasive wheels power presses and woodworking machinery. The risk assessment process above will now be required to assess whether the implementation of in house or site rules are appropriate for particular operations or processes.

- Other requirements related to young persons are contained in **The Working Time Regulations 1998**.
- **The Children (Protection at Work) Regulations 1998 (as amended)** regulate the hours of work of those under minimum compulsory school leaving age:

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

HSG65 **Managing for health and safety**
INDG364 **Young people and work experience**

Safety Services (UK) Ltd may be able to assist in the preparation of assessments required under this legislation.

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

Assess the risks to the health and safety of each young person and of anyone else who may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventive and protective measures to be implemented. See flow chart on following page.

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

This risk assessment will then be recorded and copies made available at the workplace. There is a legal obligation to provide this assessment to any under 18 year old or their parent if requested.

The Site Manager will bring to the attention of the workforce all the necessary precautions detailed in the written risk assessment.

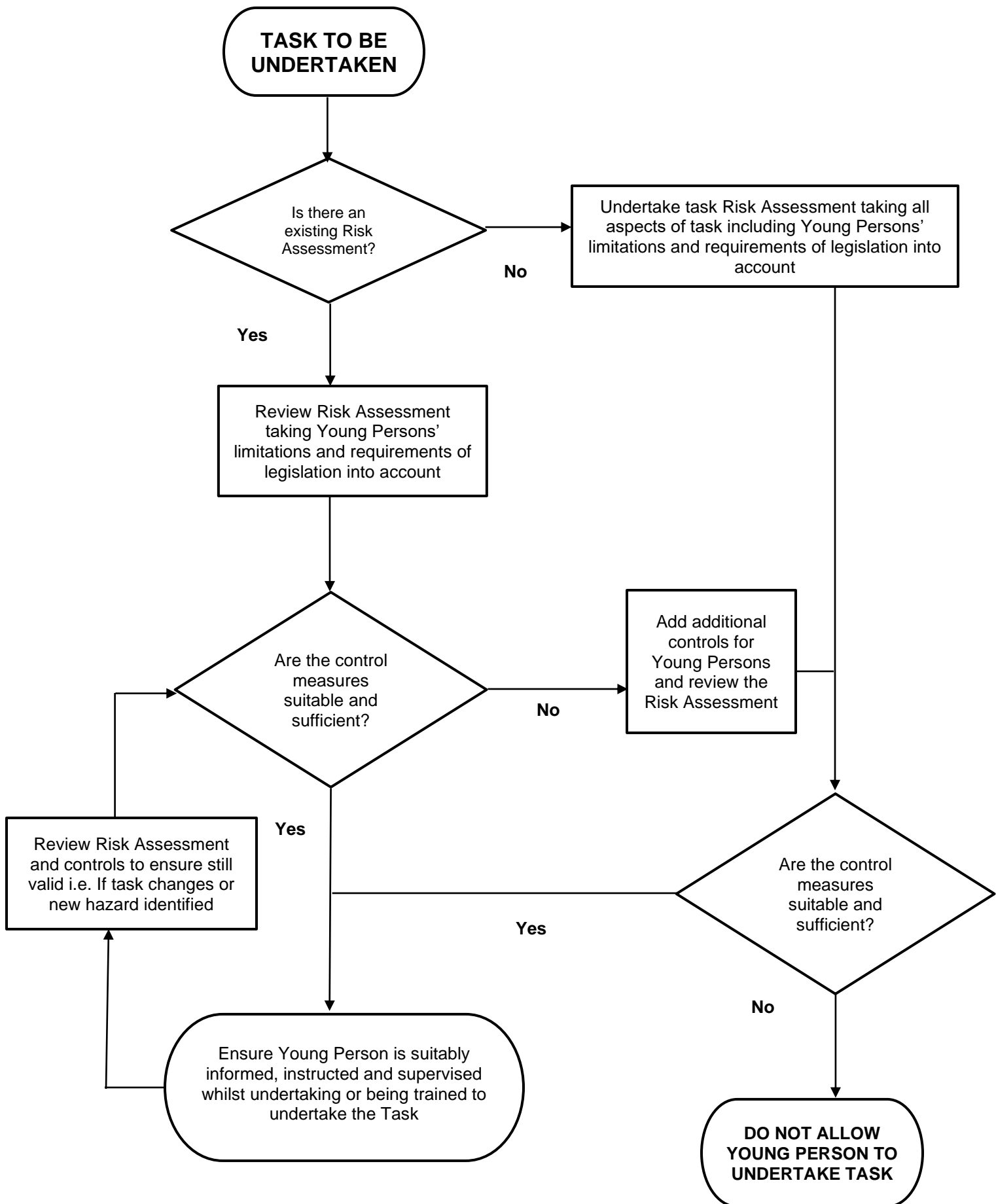
The Site Manager will monitor the operations to ensure that each operative is acting in accordance with the details outlined in the written assessment and that adequate supervision is provided.

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

Allowance may need to be made for the provision of;

- Extra training and supervision.
- Modification to the workplace or equipment
- The provision of information to employees
- The provision of information to the parents or guardians of those below minimum school leaving age. Etc.

Young Person Risk Assessment Process Flowchart



First Aid

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

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

L74 First Aid at Work INDG214 First Aid at Work - Your Questions Answered

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

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

The Company shall ensure that there are sufficient first aiders available at all workplaces.

Details of the first aid kit locations and names of first aiders shall be displayed on designated notice boards within the workplace.

The responsibility for ensuring first aid kits are kept fully stocked at all times rests with the designated first aiders/appointed persons:

First aid kits kept in The Company vehicles are the responsibility of the driver of the vehicle.

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

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

MEDICAL EMERGENCIES

In the event of an injury or sudden illness the following action is to be taken:

1. First aid assistance is to be obtained, if appropriate.
2. The injured or ill person is to be conveyed to hospital by the quickest possible means, or an ambulance is to be summoned, ensuring that the address is given accurately.
3. The full details of the injured or ill person and the details of the injuries or illness are to be passed to be reported to the relevant Line Manager as soon as possible and recorded in the accident book where appropriate.

ACCIDENTS/INCIDENTS

All accidents and cases of work-related ill-health are to be recorded in the designated **The Company** accident book.

The Company will ensure the correct reporting of accidents, diseases and dangerous occurrences to the enforcing authority if necessary.

The Company will investigate accidents/incidents, ill-health and dangerous occurrences. At their discretion, they may call on Safety Services (UK) Ltd to assist with the investigation.

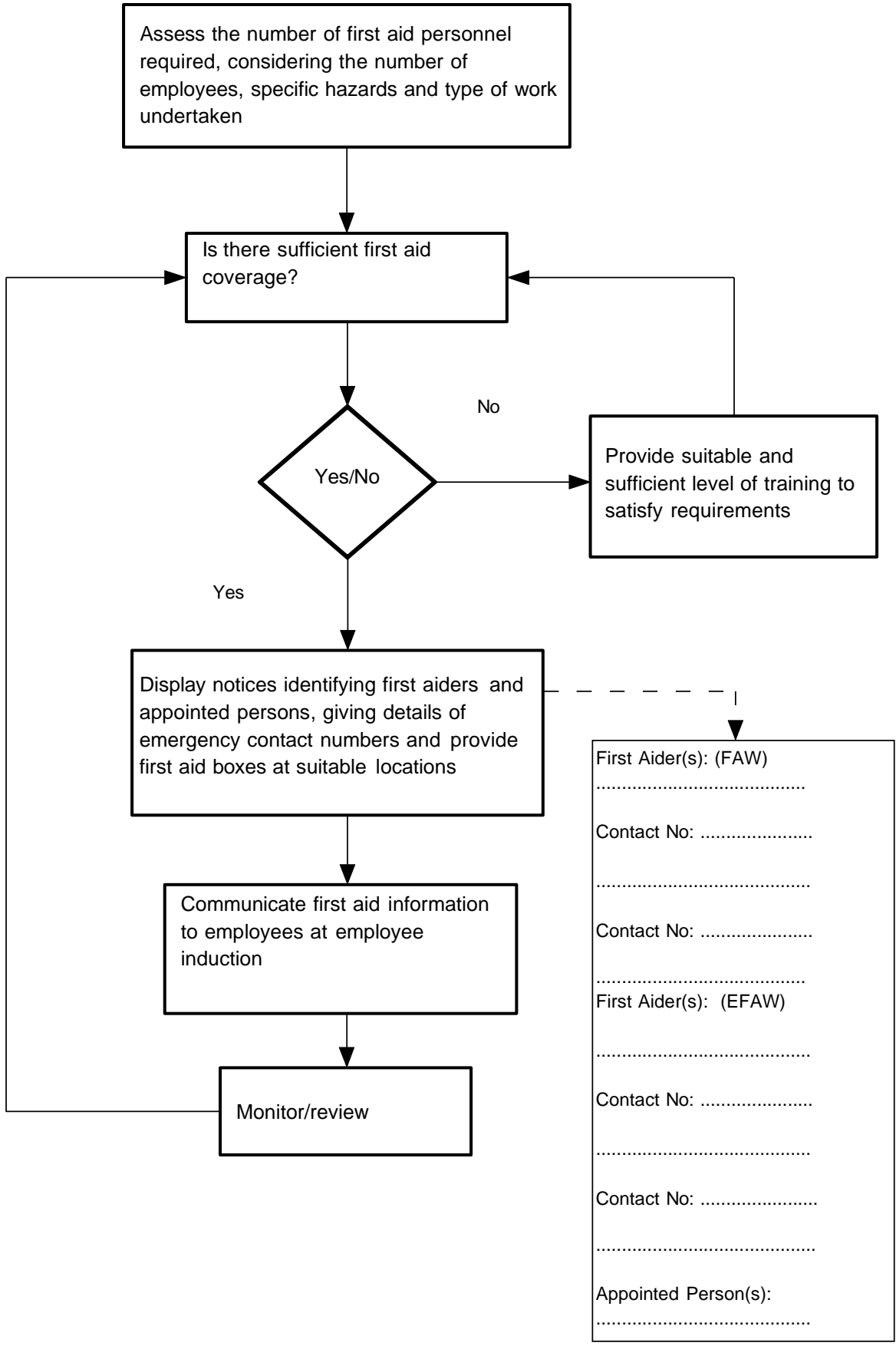
TABLE OF SUGGESTED NUMBERS OF FIRST AID TRAINED PERSONS

Where there are special circumstances, such as remoteness from emergency medical services, shift working or sites with several separate buildings, there may be a need for more trained first aid personnel than set out below. Increased provision will be necessary to cover for absences.

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

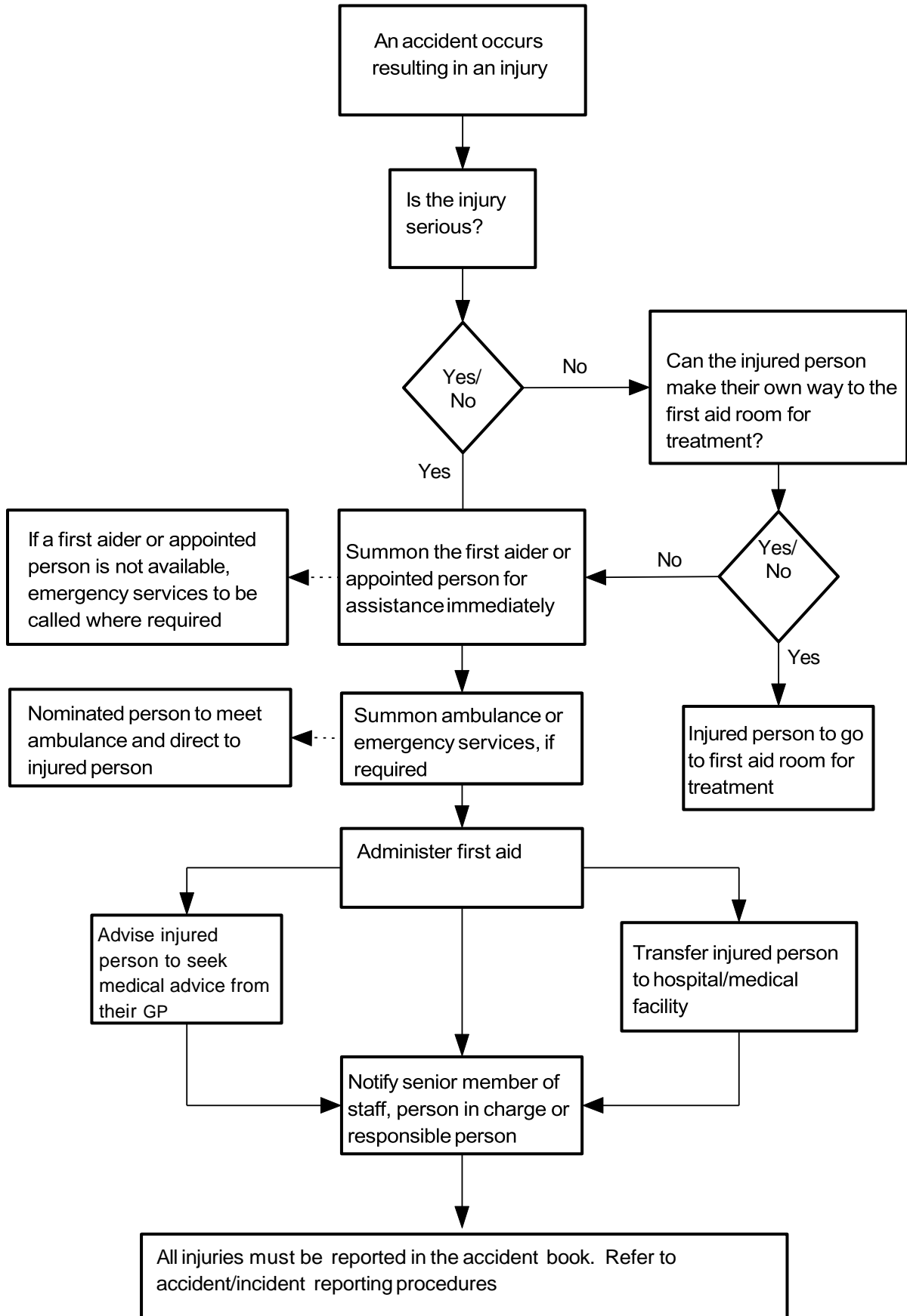
CATEGORY OF RISK	NUMBERS EMPLOYED AT ANY LOCATION	SUGGESTED NUMBER OF FIRST AID PERSONNEL
Lower risk e.g. shops, offices, libraries	Fewer than 25	At least one appointed person
	25-50	At least one first aider trained in EFAW
	More than 50	At least one first aider trained in FAW for every 100 employed (or part thereof)
Higher risk e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Fewer than 5	At least one appointed person
	5-50	At least one first aider trained EFAW or FAW depending on the type of injuries that might occur.
	More than 50	At least one first aider trained in FAW for every 50 employed (or part thereof)

Procedure for Assessing First Aid Requirements



First Aider(s): (FAW) Contact No: Contact No: First Aider(s): (EFAW) Contact No: Contact No: Appointed Person(s):
--

Procedure for Dealing with Medical Emergencies



Accident Reporting

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

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

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

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

Over-seven-day injuries

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

Over-three-day injuries

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

Online

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

Telephone

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

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

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

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

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

The Company will ensure all accidents are investigated and details reported to the nominated Director.

Near Miss Reporting

A “near miss” is defined as an event, while not causing harm, has the potential to cause injury or ill health. The only difference between an accident and a near miss is LUCK.

In simple terms, all near miss events are accidents waiting to happen. If you consider the term ‘near miss’ and think ‘Near Accident’ instead, then it becomes clearer how important reporting is.

We want to prevent accidents from occurring and a near miss report gives managers and supervisors the opportunity to investigate the circumstances and take prompt remedial action. There have been various studies into the relationship between instances of near misses and major injuries. One such study was completed by Frank Bird in 1969 and is shown below:



The ratio is that for every 600 near miss events a Major injury or serious injury will occur.

Therefore, all near misses must be reported to Supervisor (or Office Manager as appropriate). An informed decision will then be made regarding the level of investigation required and subsequent corrective actions necessary to prevent a similar reoccurrence.

Trivial incidents must not act as a distraction, the aim is to prevent subsequent, significant injury or ill health.

It is critical that all near misses are reported promptly on the day of the occurrence or in very exceptional circumstances, as soon as practicable after the event by telephone on the same day.

It is often the case that it will be an observer who spots a ‘near miss’ situation occurring that may involve other employees, including supervisors and managers. This can put the ‘observer’ in a quandary as to whether to take action or not take action. It is important to remember that the near miss reporting process is all about preventing accidents and not about proportioning blame against an individual.

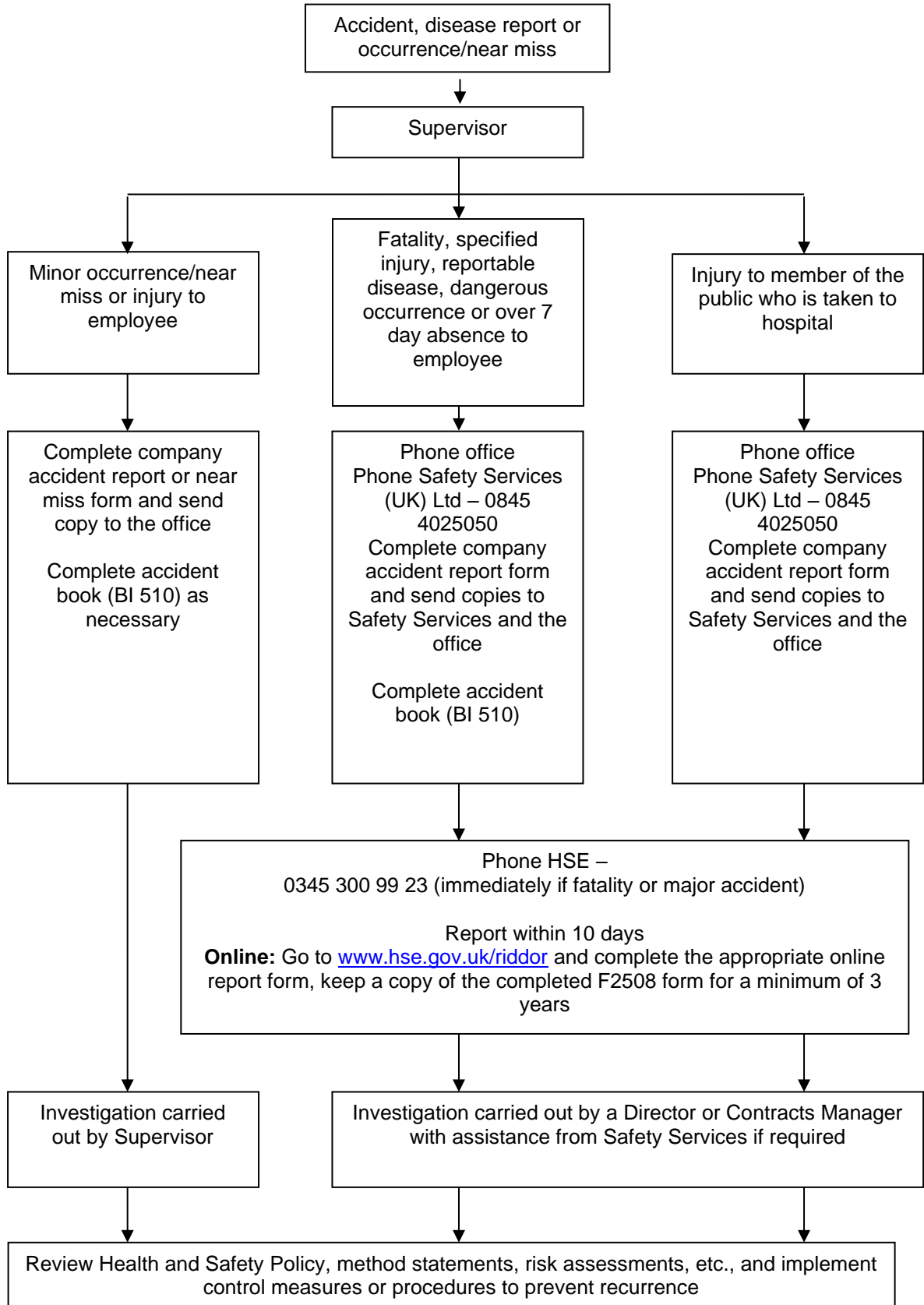
We all have a moral duty to protect our employees and the public from harm and there is also a legal duty under the **Health & Safety at Work Etc Act 1974** on all of us to report any hazardous safety concern. Each time that an observer ignores or fails to report a near miss situation, the likelihood of a subsequent accident/ serious injury increases.

When a near miss report has been investigated and corrective actions identified / implemented, the relevant manager should ensure that the learning outcomes from the investigation are circulated Companywide to all employees.

Any relevant existing risk assessment should be updated as necessary. The relevant manager should then inform all employees identified in such risk assessments through briefings, safety meetings or via e-mail of any changes to the existing risk control measures. Any written ‘safe systems of work’, activity or work instructions should also be reviewed and updated if they are affected by the near miss final conclusions.

It is also important that the originator of the near miss report is given feedback (including a copy of the investigation, if appropriate) on the final outcome too.

Accident Reporting and Investigation Flowchart



Construction Design and Management

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

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

Plus

CITB Guidance CDM 2015/1 Guidance for Clients

Or

CITB Guidance CDM 2015/5 Guidance for Principal Contractors

Or

CITB Guidance CDM 2015/3 Guidance for Contractors

Note– CDM 2015 duties extend to domestic projects

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

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

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

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

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

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

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

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

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

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

Appointees must:

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

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

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

Check that the Principal Designer is carrying out their duties

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

During the construction phase

Ensure the construction phase plan is in place

Ensure welfare facilities are in place

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

Post Construction

Check completion and handover arrangements

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

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

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

When The Company is acting as the Principal Contractor

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

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

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

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

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

The construction phase plan should be:

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

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

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

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

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

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

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

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

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

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

The Company acting as contractor

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

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

Co-operate with the other duty holders

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

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

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

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

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

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

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

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

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

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

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

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

Construction Health, Safety and Welfare

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

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

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

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

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

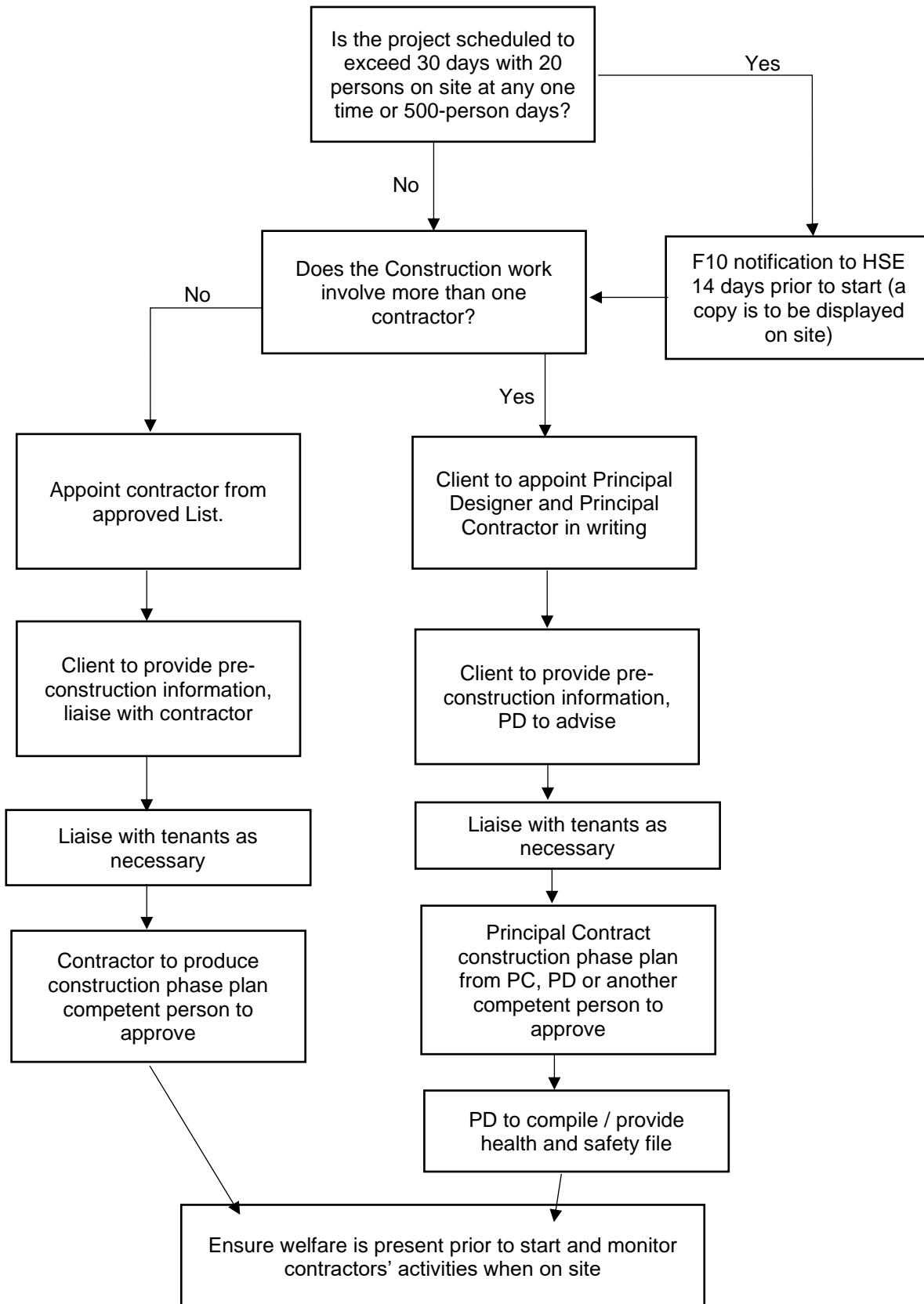
The arrangements for dealing with the various risk areas are contained in the relevant sections of this policy.

The Project/Contract Manager will consider all the relevant matters contained in these Regulations when formulating their plan of works for each project.

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

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

CDM procedure



Company Offices

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

See section on Fire Precautions.

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

All office staff and visitors are to receive an induction briefing with regards to office rules and emergency procedures.

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

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

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

The nominated person will ensure that all electrical equipment is inspected, maintained, free from defects and safe for use.

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

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

Site Offices

Site Offices will comply with the requirements of **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4 and The Regulatory Reform (Fire Safety) Order 2005.**

Fire Risk Assessments should be developed for site offices and any necessary control measures identified implemented as necessary. Site Fire Risk assessments should be reviewed on a regular basis, minimum of monthly, as the project proceeds to ensure it remains current. Any changes should be communicated to all on site.

See section on Fire Precautions.

All fire extinguishers shall comply with the relevant British Standard and will be serviced and maintained at regular intervals. Training will be provided to members of staff in their use.

All site offices must be cleaned out regularly, and wastepaper not allowed to accumulate.

Any liquefied petroleum gas-heating appliance shall be used in accordance with the requirements of Company Policy. Reference should be made to the relevant section on liquefied petroleum gas in this Policy.

Any electrical installation shall be to the requirements of the Institute of Engineering and Technology (IET) Regulations and Standards and shall be installed, tested, altered and maintained by qualified electricians only.

Fire Precautions

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

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

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

HSG 168 Fire Safety in Construction Work

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

Fire Risk Assessments will be undertaken by a competent person for all premises to identify significant risks and necessary controls.

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

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

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

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

Office

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

- Ensure all staff are briefed during induction with regards to the fire safety procedures.
- Ensure that an accurate account of those in attendance of the premises is maintained.
- Summon the emergency services when an incident is reported.

The Fire Marshal shall:

- Check fire alarms weekly and record the results
- Conduct monthly emergency lighting flick test
- Ensure annual emergency full discharge test is conducted
- Ensure access and egress route are kept free of obstruction
- All emergency exits to be checked daily
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer
- Instigate procedures for the safe evacuation of all offices in the event of emergency
- Ensure this procedure is executed in such an event
- Account for those present in conjunction with the office manager during the event of an evacuation.

Site

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

- Instigate a procedure for the safe evacuation of all buildings on site in the event of an emergency that is regularly reviewed to capture any changes as the project progresses
- Ensure this procedure is executed in such an event
- Summon the emergency services when an incident is reported or ensure a person is nominated to do so.
- When conditions require, fire extinguishers of a suitable type, will be kept on site and adjacent to any activity which may lead to the outbreak of fire
- Instruct site staff in the use of portable fire extinguishers
- Ensure fire extinguishers and emergency lighting undergo periodic testing and inspection by a qualified engineer

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

A manual or automatic fire alarm may be more appropriate in some circumstances.

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

Clear access to the site and buildings must be always maintained.

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

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

Fire Precautions in Company Offices

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

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

A Fire Risk Assessment (FRA) will be conducted by the company or a nominated competent person for all premises to ensure that significant risks are identified and removed or adequately controlled.

Corrective actions identified will be conducted within the given time frames.

Fire Risk Assessments must be undertaken to identify significant risks and necessary controls.

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

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

The Company will ensure that all portable extinguishers are inspected and maintained.

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

Office

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

- Ensure all staff are briefed during induction with regards to the fire safety procedures.
- Ensure that an accurate account of those in attendance of the premises is maintained.
- Summon the emergency services when an incident is reported.

The Fire Marshal shall:

- Check fire alarms weekly and record the results
- Conduct monthly emergency lighting flick test
- Ensure annual emergency full discharge test is conducted
- Ensure access and egress route are kept free of obstruction
- All emergency exits to be checked daily
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer
- Instigate procedures for the safe evacuation of all offices in the event of emergency
- Ensure this procedure is executed in such an event
- Account for those present in conjunction with the office manager during the event of an evacuation.

The company will ensure that suitable emergency fire equipment is provided within the workplace, these will be influenced by current legislation and the findings of the FRA, examples of emergency equipment include but are not limited to; smoke and heat detectors, fire extinguishers, manual call points, rescue chairs etc.

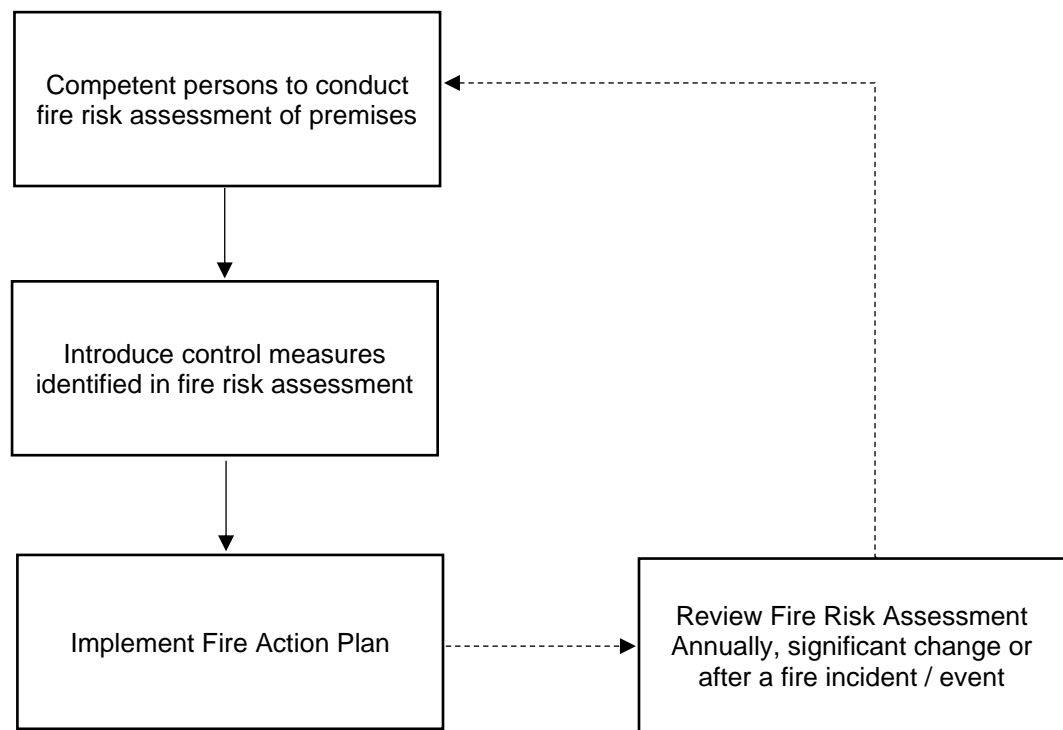
All emergency fire equipment must be installed and maintained by competent persons.

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

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

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

Fire Risk Assessment Flowchart



Emergency Lighting Testing

The requirements of **The Regulatory Reform (Fire Safety) Order 2005** should be applied.

The Company will ensure that all emergency lighting installed within all managed premises are checked and tested by a competent person on a regular basis.

Facilities/Offices/Site Managers are responsible for ensuring that a competent person tests all emergency lighting at the required frequency.

Procedure

1. The Facilities Manager/Offices/Site Manager will ensure that a schedule of all emergency lighting units and their location is compiled for the premises and retained.
2. The Facilities/Offices/Site Manager will ensure that all emergency lighting is tested by a competent person in accordance with the required schedule below:

Frequency	Check/Test Required
Daily	Check by on-site staff – Visual Checks Check that faults recorded in the logbook have been given urgent attention and the action noted.
Monthly	Every self-contained luminaire and internally illuminated exit sign should be energised from its battery by the simulation of a failure of the supply to the normal lighting for a period sufficient only to ensure that each lamp is illuminated.
Annual	As monthly but: All installations must be fully inspected to ascertain their continued compliance with current legislation and standards. Each self-contained system should be tested for their full duration.
After all tests	Supply to normal lighting to be restored, indicator lights and charging facilities checked for proper functioning. Batteries inspected, terminals cleaned, and electrolyte levels topped up where applicable.

Fire Alarm Testing

The requirements of **The Regulatory (Fire Safety) Order 2005** should be applied.

The Company will ensure that the fire alarm systems installed at managed properties are checked and tested by a competent person on a regular basis.

The Company are responsible for ensuring that a competent person is appointed to test the fire alarm system(s) installed at managed properties at the required frequency.

Procedure

1. The Company will ensure that a schedule of fire alarm manual call points is compiled for the premises and is retained in the Fire Log Book.
2. The Company will ensure that the fire alarm system is tested and inspected by a competent person in accordance with the schedule held within the H&S Logbook.
3. Where any Test indicates that remedial work is required such work must be carried out as soon as possible.
4. All records must be kept on site.

Fire Doors

The requirements of **The Regulatory (Fire Safety) Order 2005** and **The Fire Safety (England) Regulations 2022**, should be applied.

The Company will ensure that a fire risk assessment is undertaken as per the **RRFSO** in premises as defined in **Article 6** of the Order, and that steps are taken to reduce or remove identified risks. This may include provision and maintenance of fire safety equipment including fire doors.

The company will ensure that any fire doors installed are done so inline with building regulations and by competent persons. All fire door assemblies will conform to current industry/national/international standards.

As per **Article 17 of the RRFSO**, all fire safety equipment and devices will be subject to inspection and maintenance, this includes fire doors.

- It is recommended that fire doors are inspected at least every 6 months in non domestic premises. Newly occupied buildings may require more frequent checks in the first year of use. Doors with high traffic or that may be more susceptible to damage, such as outer doors, should be checked more frequently.

The Fire Safety (England) Regulations 2022 Regulation 10, requires that if the top storey of the building is above 11m in height (typically, a building of more than 4 storeys) and has 2 or more dwellings, the responsible persons must:

- Use best endeavours to check all flat entrance fire doors at least every 12 months;
- Carry out checks on any fire doors in communal areas at least every 3 months.

The company will ensure fire doors are inspected and maintained inline with current legislation.

Facilities/Site Managers / Site Staff are responsible for ensuring that all such checks are carried out and recorded.

Bomb Threat/Emergency

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

Whilst the Company recognises the threat from terrorist attack or bombs is minimal, it also acknowledges its duty to protect its staff and buildings in the case of such a threat. The company, therefore, will ensure staff are trained to the appropriate level, to take action in the event of a bomb threat or terrorist incident.

This policy statement is a general statement of intent. The Company recognises the importance of ensuring that this policy is implemented, monitored, and revised as necessary in the light of organisational changes

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

Bomb Threats and Discovered Devices:

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

If a threat is made or a device is suspected: - the laid down procedures should be followed immediately.
Procedure1

Letter bomb, suspect package threat

If a letter bomb or suspect package is suspected, laid down procedures situated in the emergency plan will be followed. *Procedure2*

Suspect objects are not to be moved or touched.

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

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

Terror attack

In the event of a terror attack the company will follow the current government guidance when formulating emergency procedures. Procedure3
Risk Assessments will be undertaken to identify significant risks and necessary controls.

The Emergency Plan will be in place and the identified controls will be compared with the result of the Risk Assessments and amendments will be made as necessary.

Written emergency procedures must be displayed in prominent locations and brought to the attention of all employees.

The names, locations, and actions to take in the event of an emergency will be displayed at appropriate areas on the site.

Clear access/egress from buildings must be always maintained.

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

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

Evacuation:

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

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

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

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

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

Information is vital. If you see or hear something that could be terrorist related, trust your instincts and call the confidential Anti-Terrorist hotline on 0800 789 321.

Your call could save lives.

Always in an emergency, call 999.

BOMB THREAT PROCEDURE

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

All receptionists and staff who may receive a telephone bomb threat must carry out the following:

-

- Allow the caller to finish the message without interruption
- Immediately afterwards attempt to trace the number by dialling 1471, if possible.
- If the call is received via the switchboard, or a phone that shows the telephone number on an LCD screen, try to make a note of the number before the caller rings off.
- Notify the manager or deputy manager in charge of the site/unit, giving as much detail as possible.
- The manager or deputy manager in charge of the site/office/dept will immediately notify the police using the landline system. **DO NOT USE MOBILE PHONES.**
- Contact police if unable to contact site manager or deputy, immediately.
- Complete the Bomb Threat Checklist as fully and as soon as possible after the call.

The manager or deputy manager, in charge, will liaise with the police and follow the instructions given.

In the event of an evacuation, this must be a silent evacuation, and not via the fire alarm system. The sounding of fire alarms could set a bomb off.

DO NOT USE MOBILE PHONES as this could trigger the bomb as well.

NB: If the manager or deputy manager of the site is not readily available, there must be no delay in contacting the police whilst still trying to contact the manager or deputy manager.

RECEIVING A LETTER OR FAX CONTAINING A BOMB THREAT

- The person receiving the threat must immediately alert the police on the landline system and notify the manager in charge of the site/office/dept. **DO NOT USE MOBILE PHONES**
- Suspect objects are not to be moved or touched.
- Follow any instructions given by the police and site manager.
- The manager or deputy manager, in charge, will liaise with the police and follow the instructions given.
- In the event of an evacuation, this must be a silent evacuation, and not via the fire alarm system. The sounding of fire alarms could set a bomb off.
- **DO NOT USE MOBILE PHONES** as this could trigger the bomb as well.
- NB: If the manager or deputy manager of the site is not readily available, there must be no delay in contacting the police whilst still trying to contact the manager or deputy manager.

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

SUSPECT OR CONTAMINATED PACKAGES, AND LETTER BOMBS

If a suspect package is found, then the person discovering the package must ensure the following procedure is carried out:

- DO NOT TOUCH the package.
- Inform the police immediately via 999 using the land line system.
- DO NOT USE MOBILE PHONES.
- Inform the manager in charge of the site immediately
- Shut windows and doors in the room, if possible, and leave the room.
- Go to the assembly point and follow instructions from the site manager
- DO NOT SWITCH ON OR OFF ELECTRICAL EQUIPMENT

If personnel suspect the package may be biologically contaminated, it must be kept separated from staff and be available for a medical examination

- Switch off any building air-conditioning system, centrally. Contact estates/facilities for an emergency shut down of ventilation systems via the central building management system.
- Manually close all fire doors in the building
- If there has been a suspected chemical incident, personnel are to leave the area immediately.
 - Signs that people may have been exposed to a chemical incident are.
 - streaming/irritated eyes,
 - coughs and irritated skin.
 - Medical advice should be sought immediately.
- The site/office manager will specify the waiting area for anyone contaminated or showing symptoms of being affected by the incident.

Any one of the following signs should alert staff to the possibility that a letter or a package contains an explosive device:

- Excessive grease marks on the envelope or wrapping
- An unusual odour such as marzipan or machine oil
- Visible wiring or tin foil, especially if the package is damaged
- The envelope or package may feel very heavy for its size.
- It may have been delivered by hand from an unknown source or posted from an unusual place
- The package may have excessive wrapping.

ON NO ACCOUNT SHOULD ANY MEMBER OF STAFF AGREE TO LOOK AFTER PACKAGES OR CONTAINERS FOR PEOPLE NOT KNOWN TO THEM!

TERRORISM ATTACK

IN THE RARE EVENT OF a firearms or weapons attack



RUN

Run to a place of safety.

- This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE

It's better to hide than to confront.

- Remember to turn your phone to silent and turn off vibrate.
- Barricade yourself in if you can.

Then finally and only when it is safe to do so...

TELL

Tell the police by calling **999**.

Health Hazards

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

The Control of Asbestos Regulations 2012
The Control of Lead at Work Regulations 2002
The Personal Protective Equipment at Work Regulations 1992
The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended)
The Workplace (Health, Safety and Welfare) Regulations 1992
The Health and Safety (Display Screen Equipment) Regulations 1992

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

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

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

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

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

The Line Manager will ensure that:

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

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

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

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

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

Control of Substances Hazardous to Health

Regulations that cover the control and the safe use of all materials, chemicals, and substances, are covered by **The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended)**

No assessment should be carried out without reference to:

EH40 Occupational Exposure Limits

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

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

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

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

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

- Identify the problem.
- Assess it, measure it, get some idea of the scale.
- Consider:
 - The hazardous properties of the substance
 - Health affects as identified by the supplier
 - The level, type, and duration of the exposure
 - The circumstances of the work and amount of substance involved
 - Limits on exposure from statutory guidance
- Decide on the method of solving the problem, preferably by minimising exposure but considering:
 - The effect of preventative and control measures
 - The results of any health surveillance
 - The results of monitoring the exposure
- Any other information relevant
 - Implement the chosen method of solving the problem
 - Check that the method is being implemented properly and monitor the outcome
 - If necessary, develop procedures, provide information, and establish warning systems to deal with emergencies involving hazardous substances
 - Waste routes for disposal of packaging and contaminated clothing/equipment

Marking of containers

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

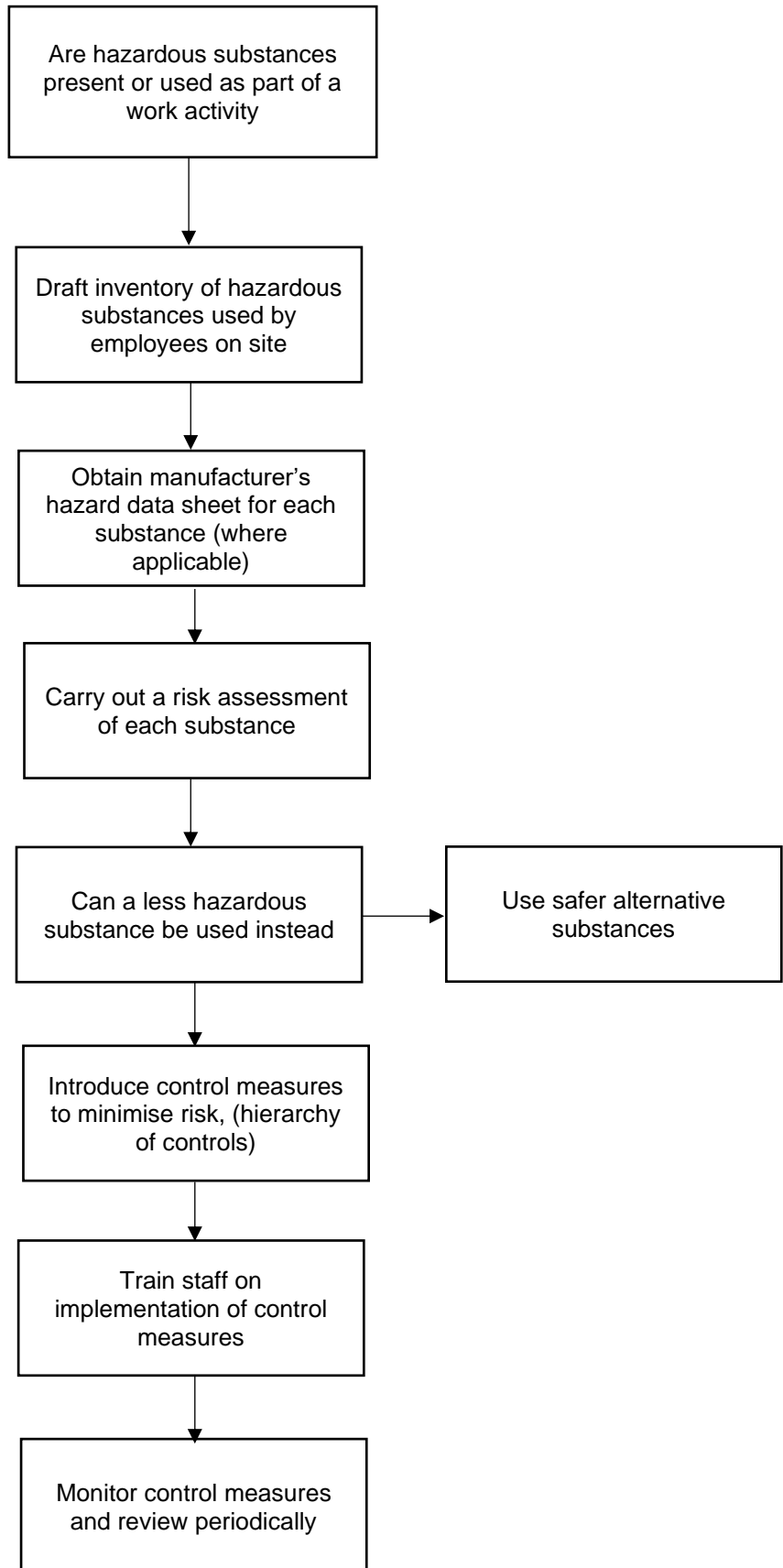
Staff will be made aware of the hazards of any materials they will be asked to use, COSHH risk assessments and hazard data sheets will be issued for each product and control methods will be devised.

Keeping of Records

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

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

COSHH Assessment Procedure



Noise

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

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

L108 Guidance on the Control of Noise at Work Regulations 2005

Councils must investigate complaints about noise that could be a 'statutory nuisance' under **the Environmental Protection Act 1990**.

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

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

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

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

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

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

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

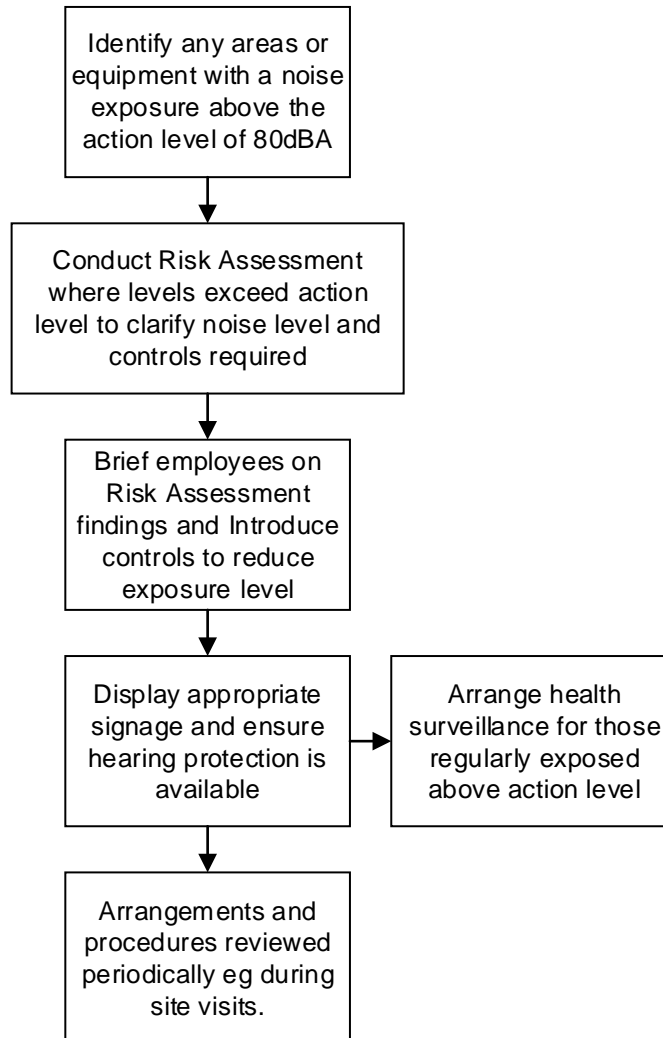
The Site Manager will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc., and that all equipment and noise reducing doors etc. are used. He will ensure that all noise control items fitted to plant, or in premises, are kept in good order and that any defects noted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

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

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

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

Noise Procedure



Hand-Arm/Whole Body Vibration

Vibration is covered by **The Control of Vibration at Work Regulations 2005**, further requirements can be found in **Provision and Use of Work Equipment Regulations 1998**, **The Health and Safety at Work Act 1974**, **the Management of Health and Safety at Work Regulations 1999** and **The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013**

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

L140 **Hand Arm Vibration**
INDG242 **Control of back-pain risks from whole-body vibration**
INDG 175 **Health Risks Advice from hand-arm vibration: Advice for employees**

Excessive use of handheld or guided vibrating tools and equipment can have a serious and lasting effect on the body. In general vibration can cause severe pain and numbness in the fingers, the sensation of pins and needles, loss of sense of touch, loss of grip strength and painful wrists. The above sensations/pains are more noticeable in cold weather with the digits blanching hence the term Vibration White Finger.

Exposure limit values and action values

(1) For hand-arm vibration -

- (a) the daily exposure limit value is $5 \text{ m/s}^2 \text{ A}(8)$;
- (b) the daily exposure action value is $2.5 \text{ m/s}^2 \text{ A}(8)$,

(2) For whole body vibration -

- (a) the daily exposure limit value is $1.15 \text{ m/s}^2 \text{ A}(8)$;
- (b) the daily exposure action value is $0.5 \text{ m/s}^2 \text{ A}(8)$,

"Daily exposure" means the quantity of mechanical vibration to which a worker is exposed during a working day, normalised to an 8-hour reference period, which takes account of the magnitude and duration of the vibration.

The degree of damage is dependent upon:

- The vibration levels of the equipment being used
- The length of time of use
- How awkward it is to use
- How tightly it is necessary to grip the tool
- How cold and wet the operator gets when using the equipment

In conducting the risk assessment, the employer shall assess daily exposure to vibration by means of-

- (a) observation of specific working practices.
- (b) reference to relevant information on the probable magnitude of the vibration corresponding to the equipment used in the working conditions; and
- (c) if necessary, measurement of the magnitude of vibration to which their employees are liable to be exposed; and
- (d) the employer shall assess whether any employees are likely to be exposed to vibration at or above an exposure action value or above an exposure limit value.

The risk assessment shall include consideration of-

- (a) the magnitude, type, and duration of exposure, including any exposure to intermittent vibration or repeated shocks.
- (b) the effects of exposure to vibration on employees whose health is at particular risk from such exposure.
- (c) any effects of vibration on the workplace and work equipment, including the proper handling of controls, the reading of indicators, the stability of structures and the security of joints.
- (d) any information provided by the manufacturers of work equipment.
- (e) the availability of replacement equipment designed to reduce exposure to vibration.
- (f) any extension of exposure at the workplace to whole-body vibration beyond normal working hours, including exposure in rest facilities supervised by the employer.
- (g) specific working conditions such as low temperatures; and
- (h) appropriate information obtained from health surveillance including, where possible, published information.

Managers and Operators can reduce the likelihood of onset of Vibration Related Upper Limb Disorders by:

- Reducing the number of items of equipment that vibrates above the recommended safe level, 2.5 m/s² or the total daily dose of 5.0 m/s² (A8) (Average over an 8-hour day)
- Ensuring equipment is maintained in accordance with the manufacturer's instructions
- Reducing the amount of trigger time, the operative uses the equipment for
- Use of suitable gloves
- Operator exercising the hands and fingers
- The operator being able to recognise the onset symptoms
- Job rotation

The company will ensure all work activities are planned to take the above standards into account.

The site manager must ensure that information on the vibration level of any plant or equipment, which it is intended to hire, or purchase is obtained and considered before hiring or purchase takes place. Manufacturer's data should be consulted for vibration data, other options include taking measurements using specialist equipment.

Where operatives are required to work in situations where high levels of vibration are likely to be encountered, the Site Manager will ensure that full information is provided, before work commences, on the levels and frequencies of any vibrating tools or equipment.

Any measures to reduce vibration levels to below levels considered to be safe must be planned or, if this course of action is not practicable, suitable vibration protection measures taken by Managers and Operatives.

Regular monitoring of vibration levels and frequencies will be planned, if required.

Instruction and training will be provided to relevant site managers and operatives as required to work with plant and equipment, which is likely to result in exposure to high vibration levels.

The site manager will ensure that all plant and equipment provided is properly serviced and maintained in accordance with the manufacturer's instructions; are kept in good order and that any defects noted are reported immediately.

- Carry out a written vibration assessment appendix 1 to establish levels and frequencies of vibration for individuals using items of plant and machinery Give advice on vibration control measures
- Follow the control hierarchy to reduce the likelihood of exposure, use ready reckoner to calculate exposure limits (appendix 2)
- Plan to Regularly monitor vibration levels and frequencies for known high sources

Vibration Risk Assessment

Contract

Assessment Number

Operation:

Activity/ Tool	Vibration Magnitude (m/s ²)	Trigger Time (hr/min)	Exposure Points
		Total Exposure points	

Note

Assessment must include all vibration producing tools to be used during the working activity/day, the time spent actually using the tool (trigger time) must be accurately entered.

The risk from exposure increases with the level of vibration and the length of exposure, both within the working day and in the long term. To recognise this as an equivalent 8-hour “dose” of vibration A(8) is used.

Where the daily dose significantly exceeds the A(8) = 2.5 m/s² level (100 points) it must be demonstrated that:

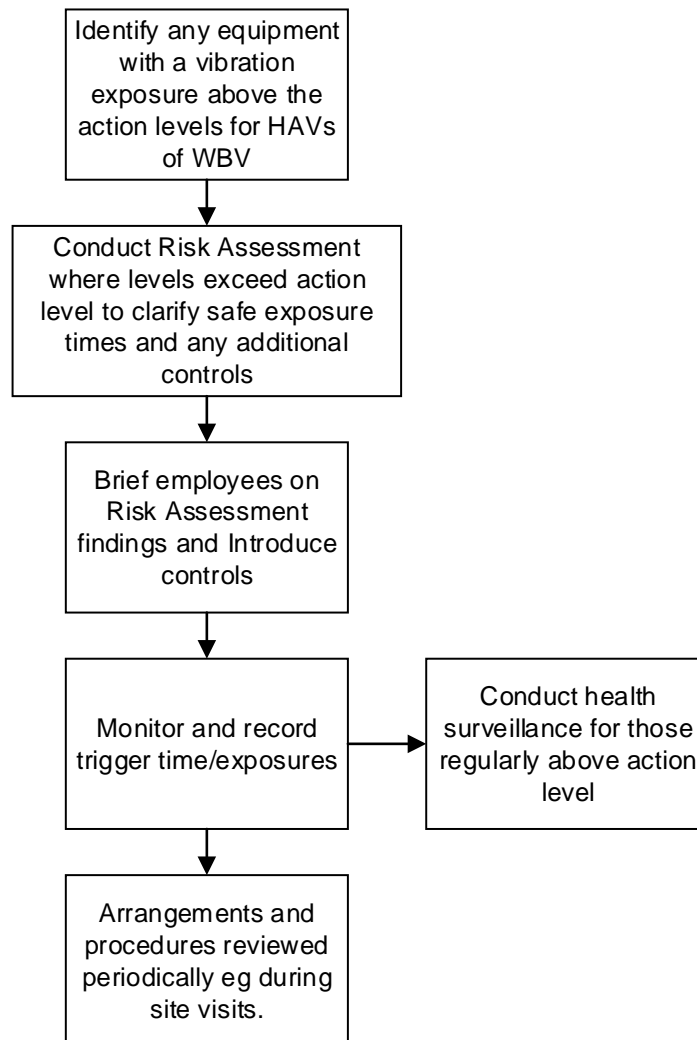
- It was necessary to complete the work in this manner.
- All reasonable steps have been taken to reduce the risk of VWF.

Alternatively use Vibration Calculator on HSE website www.hse.gov.uk/vibration to develop assessment

Control measures to be implemented.

- e.g.
- Use alternative method that avoids or reduces vibration
 - Select low vibration equipment
 - Rotate job to reduce exposure times
 - Encourage hand & finger exercise
 - Toolbox Talks on avoiding risks

Vibration Procedure



Dust in the Workplace

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

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

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

Additional guidance is available via the HSE, IOSH and breath freely websites.

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

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

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

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

Dust is a broad term but typical dusts are:

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

There are three key things you need to do:

1. Assess the risk from dust
2. Control the dust risks
3. Review the controls to check they are working

Assess the risk from dust

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

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

Control the dust risks

Control measures must be effective in keeping exposure below the Workplace Exposure Limit for the respirable dust in question, these limits are not a large amount. Use the following measures to control the risk.

Stop or reduce the dust

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

Control the dust

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

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

Respiratory protective equipment (RPE)

Water or on-tool extraction may not always be appropriate or they might not reduce exposure enough. Often the risk assessment process may identify that respiratory protection (RPE) also has to be provided and used.

Ensure the RPE is:

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

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

Other controls

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

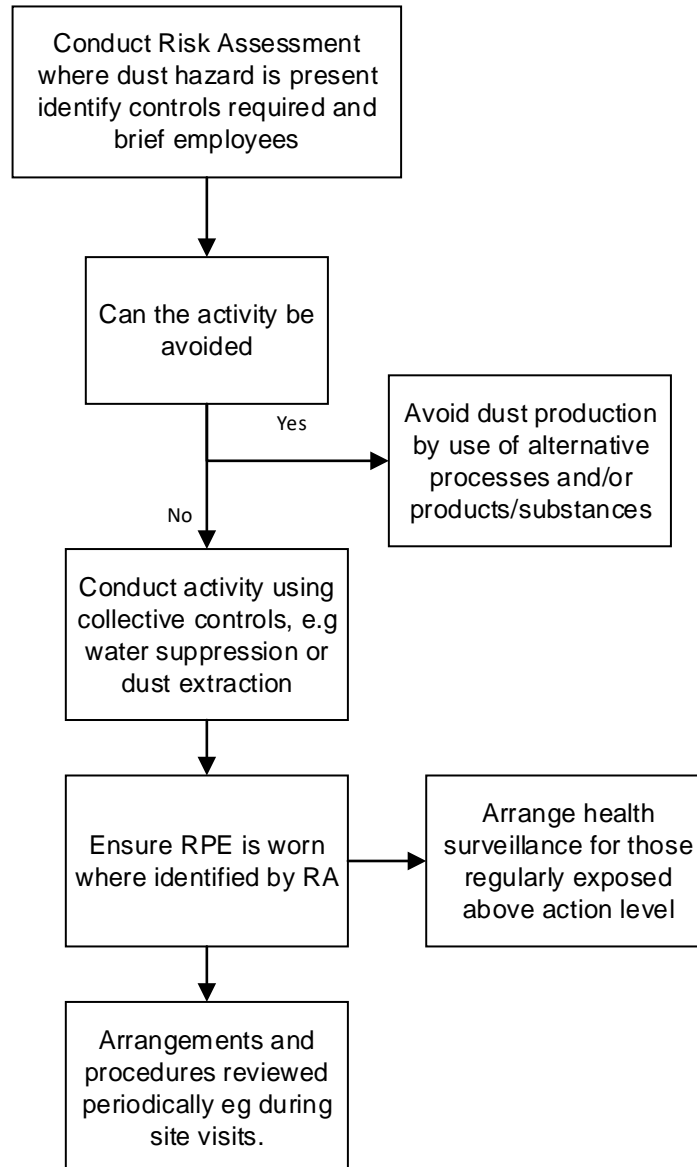
- Limiting the number of people near the work;
- Rotating those doing the task;
- Enclosing the work to stop dust escaping.
- General mechanical ventilation to remove dusty air
- Selecting work clothes that do not keep hold of the dust.
- Training of operatives
 - About dust risks and how this can harm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

Review the controls

Check the controls work by:

- Having procedures to ensure that work is done in the right way;
- Checking controls are effective.
- Involving operatives to help identify problems and find solutions;
- Maintaining equipment:
- Supervision
- You may have to put a health surveillance programme in place.

Dust Procedure



Mental Health and Stress in the Workplace

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

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

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

And:

The HSE website: <https://www.hse.gov.uk/stress/>

The HSE have also provided a useful guide and toolkit available at:

<http://www.hse.gov.uk/stress/assets/docs/stress-talking-toolkit.pdf>

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

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

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

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

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

Line Managers take responsibility for implementation this policy and the company will take responsibility for providing the necessary resources.

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

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

The company will provide satisfactory resources to ensure, so far as reasonably practicable, that company employees are provided with the necessary training, supervision, information, procedures, skills, equipment and leadership necessary to achieve our policy objectives.

Key Objectives

Promoting the mental wellbeing of all staff through:

- providing information and raising awareness about mental wellbeing.
- providing opportunities for employees to look after their mental wellbeing.
- promoting policies and practices that promote wellbeing.

Providing support to employees through:

- providing a work environment that promotes and supports mental wellbeing for all employees.
- offering assistance, advice and support to people who experience a mental health problem while in employment.
- support for staff returning to work after a period of absence due to mental health problems.

Helping people get back to work after a period of absence due to mental illness through:

- making reasonable adjustments
- retaining staff who develop a mental health problem.

Everyone has a responsibility to contribute to making the workplace mental wellbeing policy effective:

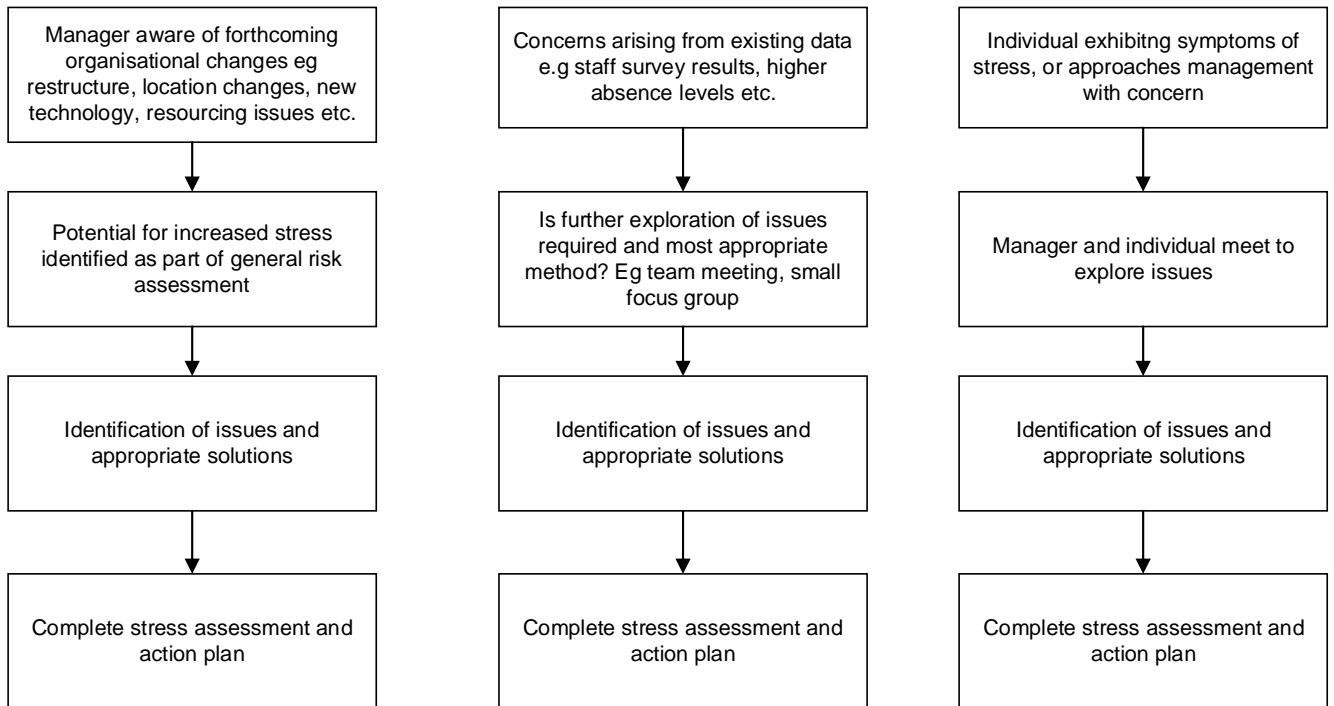
Managers have a responsibility to:

- Monitor the workplace, identify hazards and risks and take steps to eliminate or reduce these as far as is reasonably practicable.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Assist and support employees who are known to have mental health problems or are experiencing stress outside work – for example due to bereavement or separation.
- Ensure staff are provided with the resources and training required to carry out their job.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking and monitor holidays to ensure that staff are taking their full entitlement.
- Ensure staff are provided with meaningful developmental opportunities.

Employees have a responsibility to

- Raise issues of concern and seek help from their safety representative, line manager.
- Accept opportunities for counselling when recommended.

Managing Mental Health/Stress at Work Procedure



Mental Health/Stress identification assessment and action plan

This is a group/individual assessment action plan

Name:	Department:
Date of Assessment:	Name of Assessor(s):

Factor	Area Discussed	Areas of concern / risk identified	Actions to be taken	Times scales and by whom
Demands				
Control				
Support				

Factor	Area Discussed	Areas of concern / risk identified	Actions to be taken	Times scales and by whom
Relationships				
Role				
Change				
Personal Factors				
Physical				

Factor	Area Discussed	Areas of concern / risk identified	Actions to be taken	Times scales and by whom
Psychological				
Social				
Any other issues				

Signature of employee _____

Signature of Manager _____

Date of review meeting _____

This form once completed should be stored as a confidential document in line with Data protection legislation

Health Surveillance

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

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

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

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

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

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

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

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

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

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

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

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

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

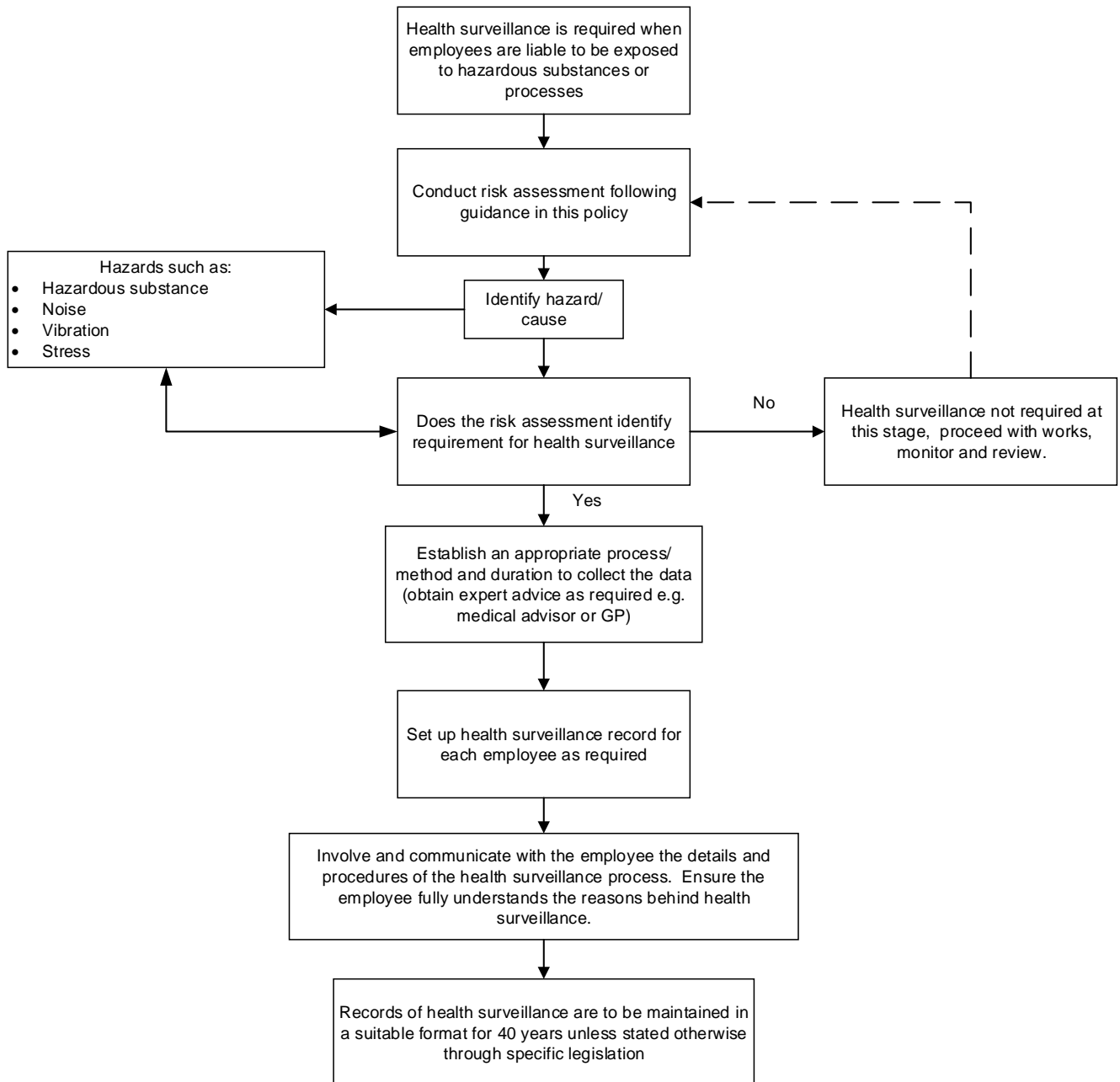
- Prevent further harm by reducing or removing them from exposure to the hazard
- If required refer the individual for examination or treatment by a doctor
- Re-examine the company risk assessment
- Improve control measures

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

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

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

Health Surveillance Procedure



Health Surveillance Guidance

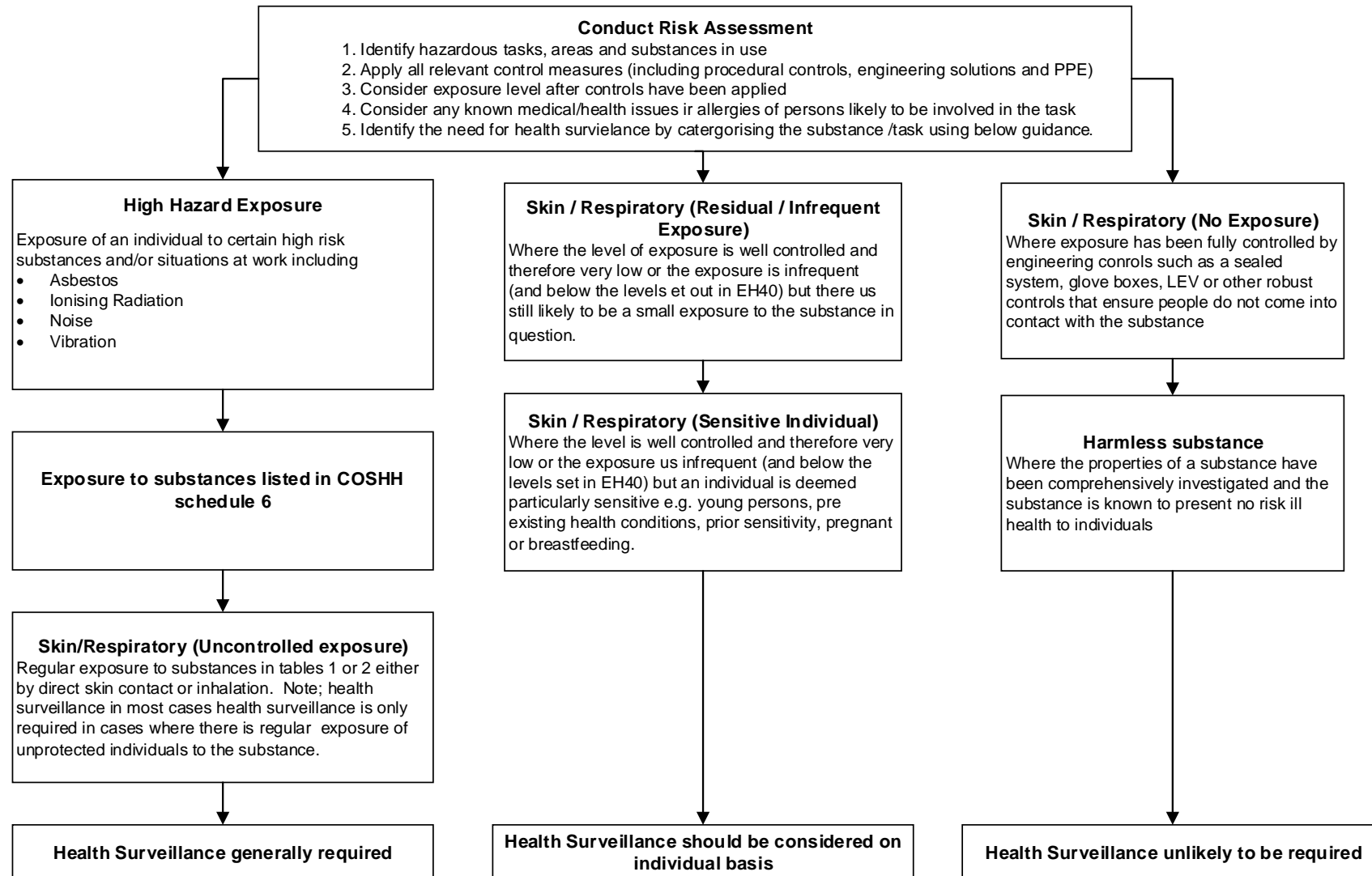


Table 1

Substances that may cause occupational Dermatitis (not exhaustive)
<p>Exposure (i.e Physical contact) with any of the following may cause dermatitis, in some cases skin may become sensitive to certain substances meaning that exposure to even a small amount may cause serious reaction.</p> <ul style="list-style-type: none"> • Epoxy Resins • Latex (including use of latex gloves) • Rubber chemicals • Soaps, detergents and cleaning chemicals • Metalworking fluids • Cement • Enzymes • Wood and wood dusts • All substances classified as skin irritant or corrosive • All substances classified as skin sensitisers* • Solvents (especially degreasers) may lead to increased risk of dermatitis • Wet working** • Prolonged use of protective gloves (including vinyl and nitrile gloves) <p>*Usually noted on safety data sheet or by “Sk” notification in EH40 ** Prolonged or frequent skin contact with water (more than 20 hand washes or 2 hours of contact)</p>

Table 2

Substances that may cause occupational Asthma (not exhaustive)
<p>Exposure (i.e inhalation) with any of the following can lead to the development of occupational asthma. In some cases regular exposure to a substance may lead to sensitisation meaning that even a small exposure can trigger adverse health effects.</p> <ul style="list-style-type: none"> • Isocyanate compounds (including two-pack spray paints) • Flour dust • Grain Dust • Wood dust • Glutaraldehyde • Latex (including powdered natural rubber latex) • Rosin-cored solder fume • Laboratory animals (including insects and birds) and associated equipment / products e.g animal feed, clean and soiled bedding, insect scales etc.) • Glues and resins • All substances classified as respiratory sensitisers* <p>*Usually noted on safety data sheets or by “Sen” notification in EH40.</p>

Occupational Health and Health Promotion

Occupational Health is a broad topic covered by **The Management of Health and Safety at Work Regulations 1999, The Control of Substances Hazardous to Health Regulations 2002, The Control of Lead at Work Regulations 2002, The Control of Asbestos Regulations 2012, The Control of Noise at Work Regulations 2005, The Control of Vibration at Work Regulations 2005** and **The Health and Safety (Display Screen Equipment) Regulations 1992**, with their approved Code of Practice aim to protect people at work exposed to danger by controlling that exposure.

The objective of OH is to actively protect and prevent harm to the health of employees from any hazards they may encounter whilst at work.

Hazards can be:

- Physical - noise, chemicals, machinery, dust
- Psychological – stress / anxiety, bullying
- Social – pattern of work, lone / team working

Priority areas should include

- respiratory diseases e.g., asthma and chronic obstructive pulmonary disease
- skin diseases – e.g., dermatitis
- asbestos-related disease
- cancers
- noise induced hearing damage
- hand-arm vibration syndrome
- musculoskeletal disease
- stress
- fatigue

The effects of hazards on an individual's health can vary from minimal and short term to severe and long term.

The benefits of OH can be summarised as follows:

- Reduced sickness and absence costs
- Decreased staff turnover
- Reduced work-related illness and injuries
- Increased compliance with employment practice legislation
- Increased compliance with legislation
- Reduced medical and insurance claims
- Decreased long term disability
- Decreased ill-health retirement
- Reduction in overall employee risks costs and liabilities

The key to successful OH management is to ensure that each employee is suited physically and psychologically to the tasks he/she has been employed for and that a safe and healthy environment is provided to carry out those tasks

Pre-employment health screening is an important and integral part of the employee recruitment and selection process. The purpose of pre-employment screening is to ensure that the applicant is assessed prior to employment. This will assist in ensuring that the applicant is fit for the position he /she is applying for and is placed in an appropriate job and working environment.

Generally, an applicant will complete a health questionnaire, The Manager or OH team (if required) will make a decision based on the information contained in the questionnaire, the job applied for and legal compliance. If required further testing or referral will be carried out.

The pre-employment health screening process must be strictly confidential. If the outcome of the screening is negative the appointed person should not be given any other information without the applicant's written permission.

If it is necessary to obtain further information from an applicant's doctor written permission must be obtained and the applicant informed of their rights of access under any legislation relating to medical reports.

Record Keeping

The maintenance of appropriate records relating to the health of employees is an important feature of occupational health management and practice. The purpose of maintaining these records is to:

- Provide effective health surveillance
- Identify general health and safety problems and trends amongst employees, problem areas and specific risks
- Establish, maintain, and keep up to date written information relating to people, hazards and current monitoring activities

Review of sickness absence and health screening data can help to identify specific health issues.

Health promotion

OH can 'add value' to the business by actively promoting the general health of employees through on-going campaigns and raising awareness of health issues.

Generally, it is more effective to plan annual health promotion programmes and measure and review the impact where possible. A balanced programme would combine national general health issues with work related and may include for example:

- Cardiovascular disease
- Cancer – lung, bowel, breast
- Smoking
- Alcohol/drugs
- Back pain
- Dermatitis
- Stress
- Fatigue

The company will promote health issues throughout the year, promotion will include;

- Poster displays in welfare areas
- Toolbox talks and safety briefings
- Information provided during inductions
- Partaking in national awareness days

To protect and promote employee health the manager should:

- Identify potential hazards
- Assess risk to employees
- Implement control measures
- Monitor the control effects

In addition, the Manager must

- Maintain sickness absence records
- Ensure pre – employment and other medicals are conducted
- Promote good health amongst the workforces
- Provide employees with information and contact details of organisations to assist if concerns are raised,

Where employees have concerns, they are to be encouraged to speak with their line manager, the company operates an open-door policy regards occupational health concerns.

Fatigue Management

Fatigue is generally considered to be a decline in mental and/or physical performance that results from prolonged exertion, sleep loss and/or disruption of a person's 'internal clock'.

Worker fatigue can result in:

- lack of attention
- slower reactions
- reduced co-ordination
- decreased awareness
- underestimation of risk
- memory lapses or absent-mindedness
- a reduced ability to process information

Fatigue is associated with the following health problems:

- depression
- heart disease
- musculoskeletal disorders
- Reproductive disorders
- Poor eating habits and obesity
- Sleep disorders (sleep apnea, etc.)
- Some cancers
- Stomach and digestive problems

Fatigue can also make existing chronic health conditions worse, including illnesses like epilepsy and diabetes.

Fatigue can arise as a result of excessive working time or poorly designed shift patterns. It is also related to workload, since workers are more easily fatigued if their work is machine-paced, complex or monotonous.

Night workers are particularly at risk of fatigue because their day sleep is often lighter, shorter and more easily disturbed because of daytime noise and a natural reluctance to sleep during daylight.

Fatigue needs to be managed, like any other hazard.

The company will reduce the risk of worker fatigue in the workplace by:

- Inspecting and correcting staffing and scheduling issues that might contribute to worker fatigue. This includes overall workload, work hours, understaffing, and worker absence rates.
- Encouraging a healthy work/life balance for your employees. Make them aware of the importance of this.
- Changes to working hours need to be risk assessed.
- Employees should be consulted on working hours and shift patterns.

How can employees help to combat fatigue?

One of the most important things employees can do is get the healthy sleep they need on a regular basis, this includes:

- Sleep 7-9 hours a day. Don't sleep for shorter periods and try to make it up on weekends.
- When possible, sleep at the same time every day. Get into a regular pattern.
- Don't drink caffeinated drinks in the evening and/or before sleeping.
- Sleep in a cool, dark, quiet location.
- Don't bring a cell phone or other mobile device into bed.
- Avoid watching TV in bed.
- If you take a nap, make sure the nap is shorter than 45 minutes or longer than 2 hours. This allows for a complete sleep/wake cycle.
- Exercise on a regular basis.
- Eat a healthy, balanced diet.
- Keep a healthy weight.
- If you work evening or nights, be sure you've slept within the eight hours before you go to work.
- If you have trouble sleeping, see a doctor.

Protective Clothing and Equipment

The **Personal Protective Equipment at Work (PPE) Regulations 1992** and **The Personal Protective Equipment at Work (Amendment) Regulations 2022** have specific requirements for the provision, maintenance and use of protective clothing and equipment:

Other Regulations may also apply and reference PPE usage such as **The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended)** and are referred to in other sections of this Policy. All safety equipment purchased for use on Company sites will be in accordance with the appropriate national standards.

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

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

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

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

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

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

Those persons issuing protective clothing, or equipment, will ensure that it is suitable for the specific process for which it is provided and update the company PPE issue register.

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

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

All Personal Protective Equipment shall be:

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

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

Safety Helmets

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

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

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

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

Signs warning that safety helmets to be worn will be displayed at access points to working areas.

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

The Site Manager will ensure that signs and helmets for visitors are available, and that Sub-Contractors are aware of Company Policy/site rules. The Site Manager will ensure that all those attending/visiting sites wear a safety helmet as required by risk assessment and site rules.

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

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

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

Safety helmets will be worn by all staff, Sub-Contractors, employees, visitors as per risk assessment findings.

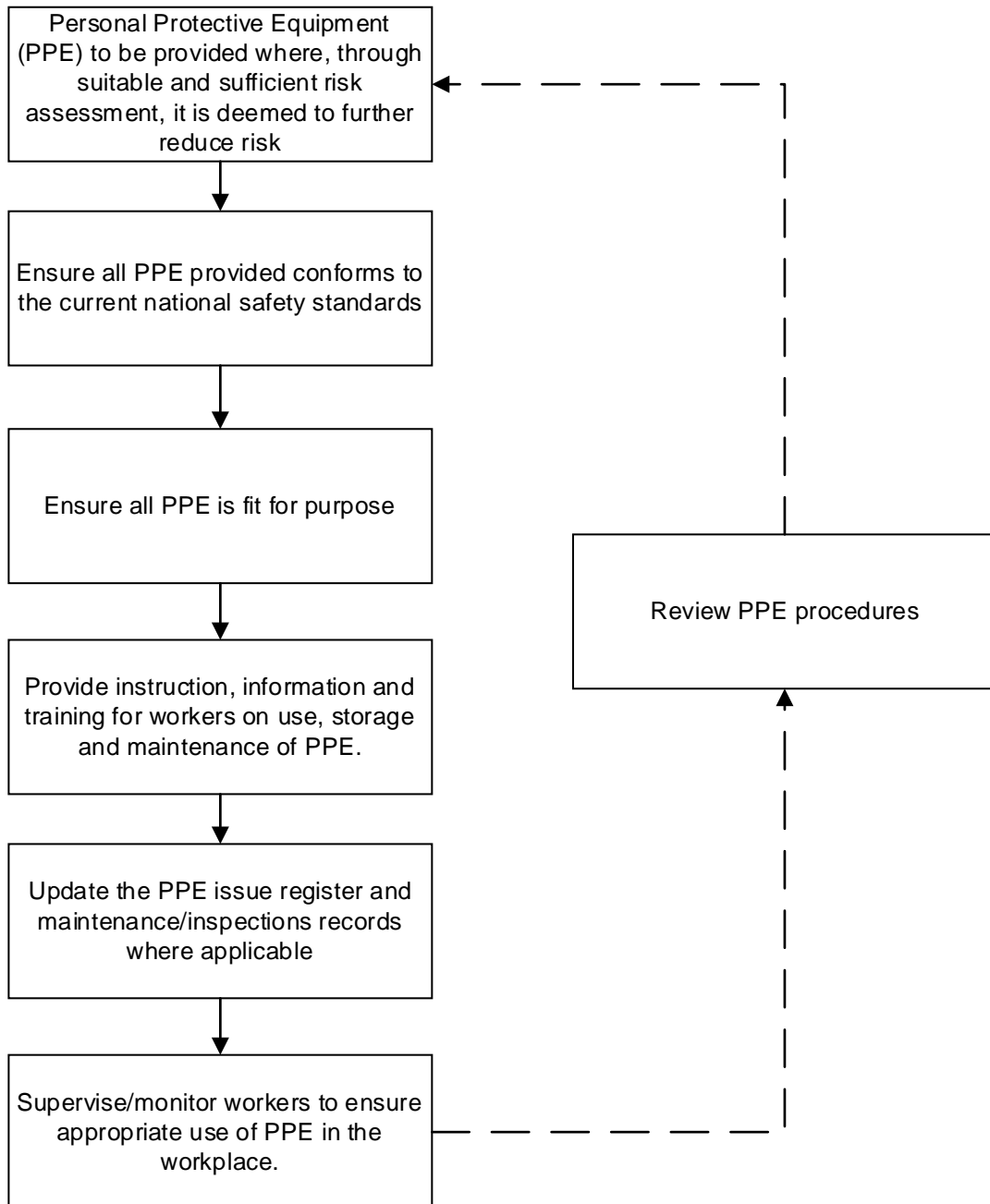
However, helmets need not be worn in the following areas if construction operations are not taking place in the following areas:

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

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

Safety helmets will be worn by all employees, subcontractors, and visitors as per risk assessment findings.

Personal Protective Equipment Procedures



Tight Fitting Respiratory Protection (Dust masks)

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

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

The Personal Protective Equipment at Work (PPE) Regulations 1992

The Control of Asbestos Regulations 2012

The Control of Lead at Work Regulations 2002

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended)

EH44 Dust: general principles of protection

CIS 36 Construction Dust

INDG463 Control of exposure to silica dust

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

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

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

The Company will ensure that where RPE is required then appropriate RPE will be selected and tested. Where necessary the Company will request Safety Services (UK) Ltd to assist them in making the necessary assessments.

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

The Site Manager will ensure that, before operatives are set to work, they have a dust mask that it is FFP3 as a minimum and that operative has been face fit tested and provides a Face Fit Certificate. No work is to be undertaken wearing RPE unless a Face Fit Test is confirmed.

Where respiratory protective equipment (RPE) is used as a control measure it is vital that selected RPE is adequate and suitable.

To ensure that the selected RPE has the potential to provide adequate protection for individual wearers, the Approved Code of Practice (ACoPs) supporting COSHH, CAR and CLAW stipulate that tight fitting RPE must be fit tested as part of the selection process to help ensure that inadequately fitting face masks are not selected for use that create leakages of airborne contaminants and afford the wearer little or no protection.

All persons who wears a tight fitting respirator must have a Face Fit Certificate. This certificate is product specific and means if the operator wears more than one type of mask he will need separate face fit tests. The requirements for the correct use of RPE are stated below:

Face Fit Procedure

The following procedure must be followed where there is a possibility of dust exposure:

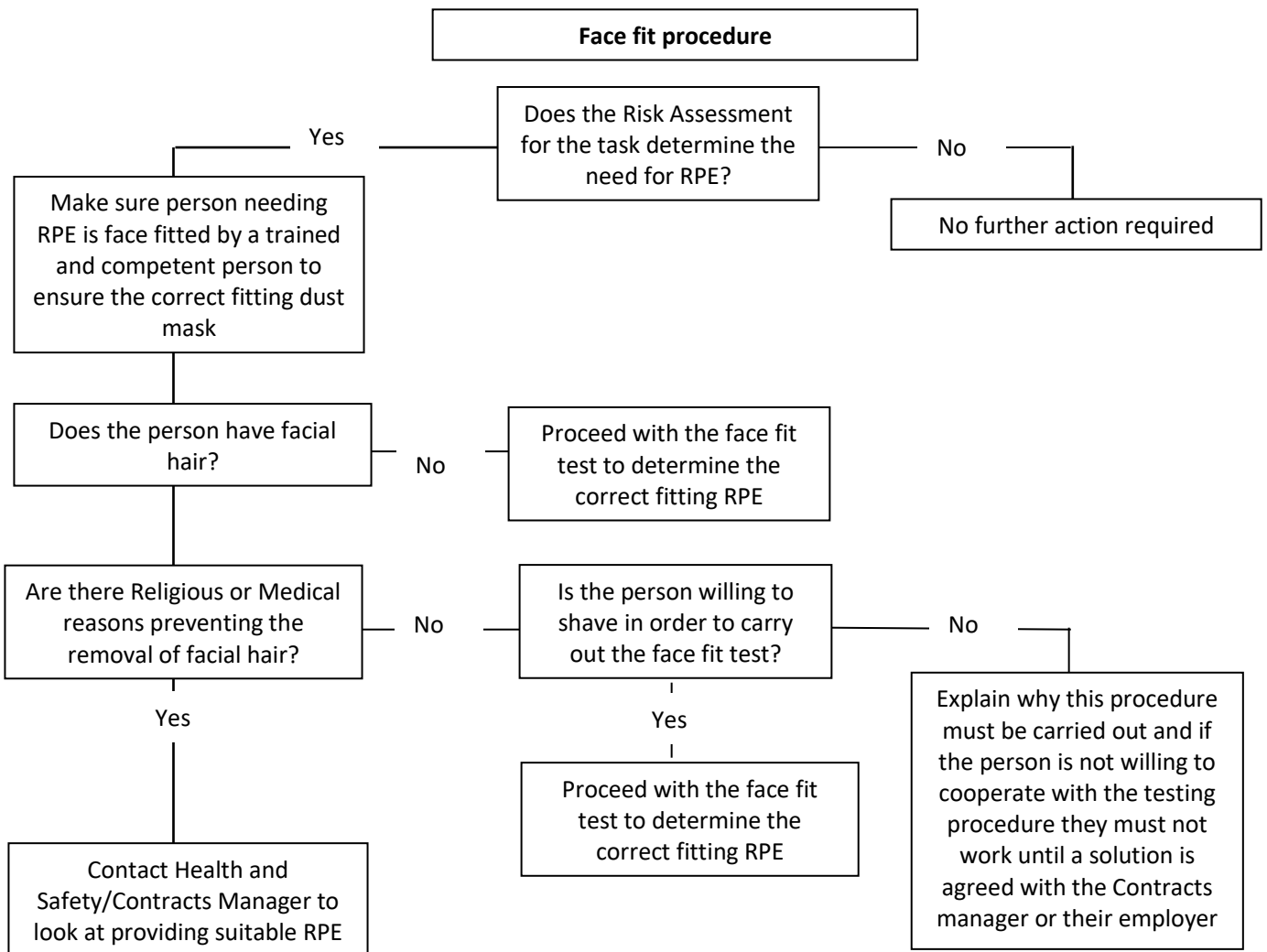
Check - does the specific Risk Assessment for the task determine the need for RPE?

If **YES**: make sure persons needing the RPE are Face Fitted by a trained and competent person and provided with the correct RPE.

If the Person is NOT willing to remove any facial hair to undertake the Face Fit Test, then they cannot be allowed to work, and discussions should be held with the Contracts Manager.

Under special circumstance, if an employee cannot be clean shaven for religious or medical reasons for example then other powered RPE will be looked at and provided by the company

Failure to follow any of these procedures may lead to disciplinary action.



Manual Handling

The Manual Handling Operations Regulations 1992 apply to the manual handling of materials:

The current regulations require the following three steps: -

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

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

Where necessary, specific additional training will be provided by the Company.

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

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

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

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

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

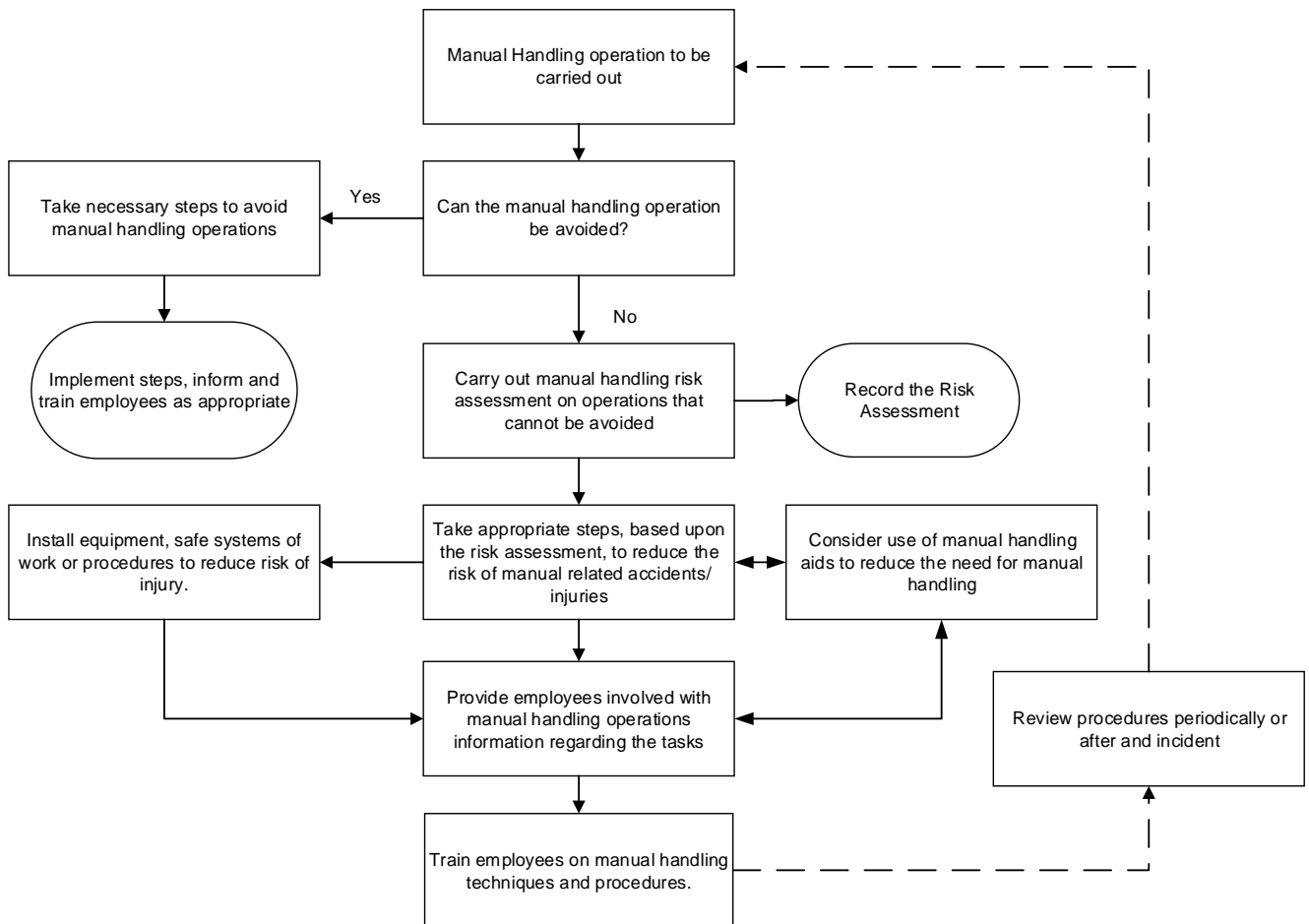
The main injuries associated with manual handling and lifting are:

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

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

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

Manual Handling Procedure



Communal Areas

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

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

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

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

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

Operatives will ensure that all work areas are cordoned off or always identified by warning signs

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

Electricity in Offices

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

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

HSG107	Maintaining Portable and Transportable Electrical Equipment
HSG85	Electricity at Work - Safe Working Practices
GS38	Electrical Test Equipment for Use by Electricians
HSR25	Memorandum of Guidance on Electricity at Work Regs 1989
INDG236	Maintaining portable electrical equipment in offices and other low-risk environments
	The Electrical Equipment (Safety) Regulations 1994

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

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

All Electrical Equipment will be PAT Tested at the recommended frequency as per INDG236 Maintaining portable electrical equipment in low-risk environments.

For all other equipment that is connected to the fixed mains supply, or a locally generated supply refer to HSG107.

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

All PAT Test frequencies will follow table 1 as detailed below.

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

The office manager will discipline any unauthorised employee caught tampering with mains electricity supplies.

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

All electrical equipment used in the offices will be inspected and tested as appropriate for the location and use in accordance with published guidelines. Records of inspections will be kept and maintained on site.

Any employee who suspects that any equipment is faulty should remove it from use and ensure that it is marked up accordingly until repairs can be carried out.

Electricity on Site

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

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

HSG107	Maintaining Portable and Transportable Electrical Equipment
HSG85	Electricity at Work - Safe Working Practices
GS6	Avoidance of Danger from Overhead Electrical Lines
GS38	Electrical Test Equipment for Use by Electricians
HSR25	Memorandum of Guidance on Electricity at Work Regs 1989
The Electrical Equipment (Safety) Regulations 1994	

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

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

The Company will ensure that only competent electrical contractors will be employed to install, construct and maintain electrical supplies. Proof of competence is required.

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

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

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

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

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

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

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

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

All PAT Test frequencies will follow Table 1 as detailed.

Electrical Power Tools

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

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

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

The I.E.T. Wiring Regulations.

Reference should be made to British Standards:

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

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

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

PM 29 **Electrical Hazards from Steam/Water Pressure Cleaners**
PM 38 **The Selection and Use of Electric Hand Lamps**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

All PAT Test frequencies will follow Table 1 as detailed.

Table 1. Portable Appliance Testing recommended

Type of business		User checks	Formal visual inspection	Combined inspection and test
Equipment hire		N/A	Before issue/after return	Before issue
Battery operated equipment (less than 40 V)		No	No	No
Extra low voltage (less than 50 V ac), telephone equipment, low-voltage desk lights		No	No	No
Construction	110V equipment	Yes, weekly	Yes, monthly	Yes, before first use on site then 3-monthly
	230V equipment	Yes, daily/every shift	Yes, weekly	Yes, before first use on site then monthly
	Fixed RCDs	Yes, daily/every shift	Yes, weekly	Yes, before first use on site, then 3-monthly (portable RCDs – monthly)
	Equipment site offices	Yes, monthly	Yes, 6-monthly	Yes, before first use on site then yearly
Heavy industrial/high risk of equipment damage (not construction)		Yes, daily	Yes, weekly	Yes, 6–12 months
Light industrial		Yes	Yes, before initial use then 6-monthly	Yes, 6–12 months
Office information technology rarely moved, eg desktop computers, photocopiers, fax machines		No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Double insulated (Class II) equipment moved occasionally (not hand-held), eg fans, table lamps		No	2–4 years	No
Hand-held, double insulated (Class II) equipment, eg some floor cleaners, some kitchen equipment		Yes	Yes, 6 months – 1 year	No
Earthed (Class I) equipment, eg electric kettles, some floor cleaners		Yes	Yes, 6 months – 1 year	Yes, 1–2 years
Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment		Yes	Yes, 6 months – 4 years depending on type of equipment it is connected to	Yes, 1–5 years depending on the equipment it is connected to

Notes for Table 1:

Cables, leads and plugs connected to Class II equipment should be maintained as part of that equipment. Cables leads and plugs not dedicated to an item of equipment should be maintained as individual items as appropriate.

Over time, when you look at the results of user checks, formal visual inspections and portable appliance tests you will notice trends. These may tell you that you need to look at or test electrical equipment more or less often, depending on the number of problems being found. If electrical equipment is grouped together for testing at the same time, you should use the shortest testing interval in the group rather than the longest. Alternatively, it may be appropriate to group your electrical equipment by testing interval.

The IET Code of Practice has a similar table but with the information presented in a slightly different manner. In some instances with more detail and specifics, however, the two sets of information are considered to be consistent with each other.

Display Screen Equipment

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

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

L26 Display Screen Equipment at Work INDG36 'Working with display screen equipment (DSE) – A brief guide'

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

Assess all display equipment workstations, this includes laptops and home working.

Reduce risks that are identified during the assessment process.

The workstations should be reassessed at regular max intervals of 12 months, when equipment or work area changes, during pregnancy, or changes of personal.

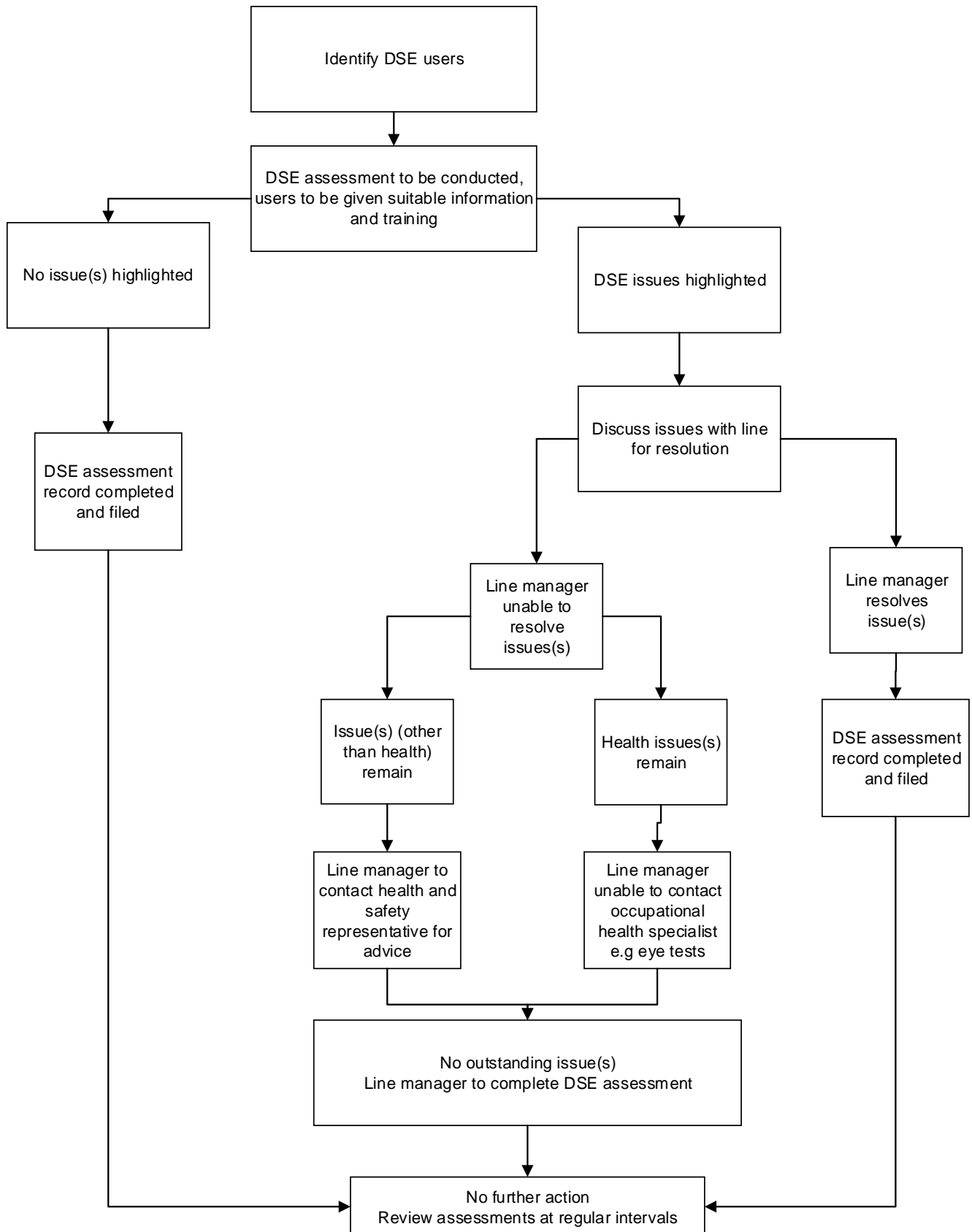
Ensure that workstations satisfy the minimum requirements that are set for the display screen itself, keyboard, desk and chair, working environment and task design and software.

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

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

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

DSE Procedure



Work Equipment

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

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

The specific requirements of this legislation cover the following:

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

These requirements also cover

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

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

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

Also.

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

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

And make provision for mobile work equipment in relation to:

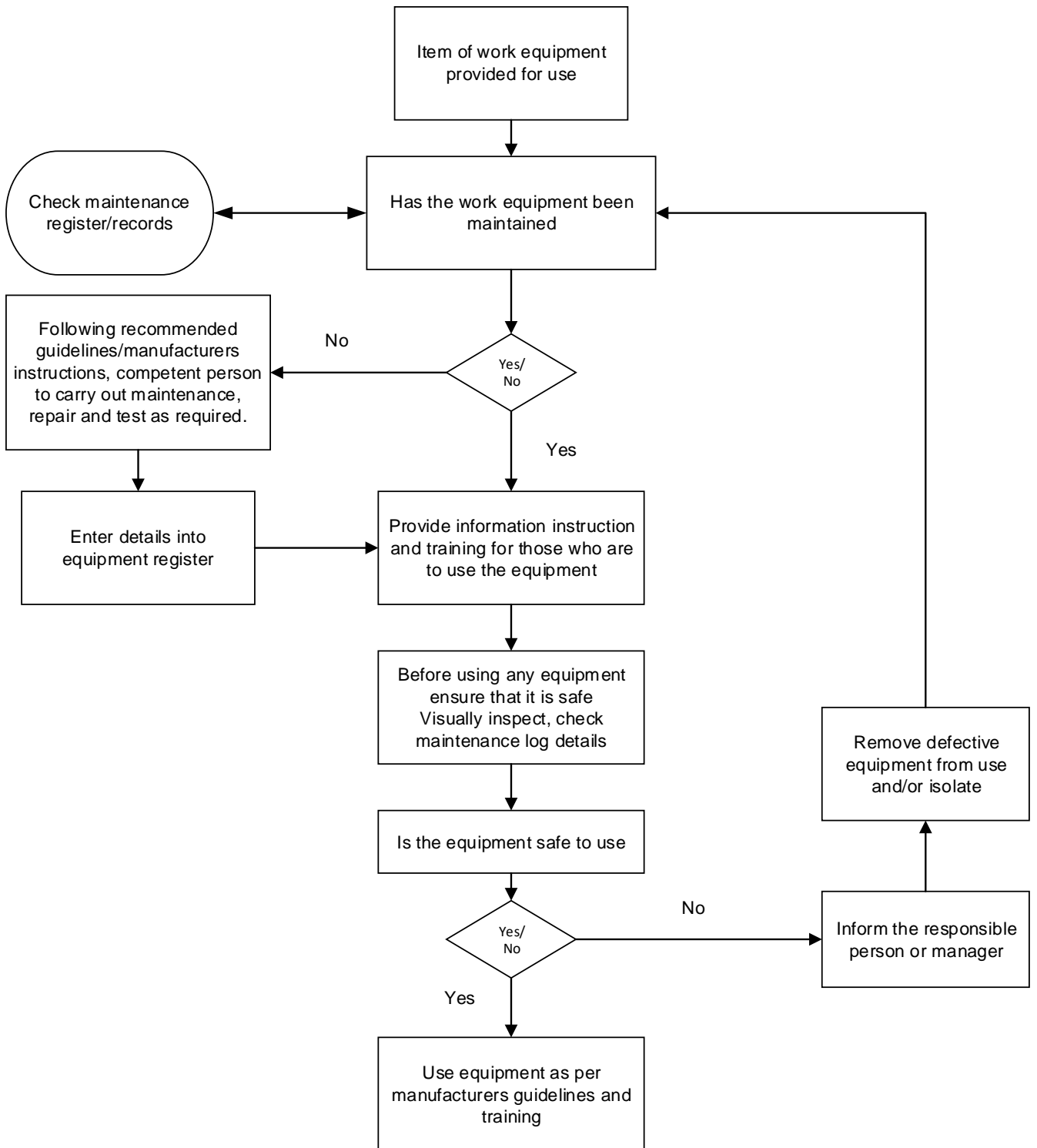
- Its suitability for carrying persons and its safety features.
- Means to minimise the risk to health and safety from its rolling over.
- The safety of self-propelled work equipment.
- The drive shafts of mobile work equipment.

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

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

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

Safe Equipment and Plant Procedure



Plant on Site

The following regulations contain requirements to be complied within the provision, maintenance, operation and use of plant on site.

The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4
The Lifting Operations and Lifting Equipment Regulations 1998
The Provision and Use of Work Equipment Regulations 1998

Health and Safety Executive (HSE) has produced a series of Guidance Notes. These will be referred to where applicable. Other guidance notes also contain recommendations that affect the use of plant on site, for example:

HSG151 Protecting the Public - Your next move
GS6 Avoidance of Danger from overhead electrical lines.

These and all other British Standards will be referred to and complied with whenever relevant.

Codes of Practice have also been prepared by interested trade bodies.

Information on the requirements of the regulations, and any other aspect of plant safety contained in advisory literature is available from Safety Services (UK) Ltd, as required.

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

The Contracts Manager will take all aspects of the work into account, to ensure that sufficient information is provided to the hire company or Sub-Contractors to enable the correct type of plant to be provided.

The Contracts Manager will ensure that competent operators and banksmen are provided.

Safety Services (UK) Ltd may advise on training requirements and arrange or provide training as required.

The Contracts Manager in conjunction with the Site Manager will determine whether any preparatory work is required for the installation, or use, of plant on site and ensure that any requirements are planned, e.g. fork lift truck storage areas, loading towers, solid base for mobile cranes, fuel storage, road crossings etc.

The Site Manager will ensure that plant delivered to the site is in good order, holds a current inspection certificate where required and is fitted with any necessary safety devices and guards.

Any defects noted will be reported to the Sub-Contractors or hire company immediately.

Managers will ensure that only authorised, trained operators are permitted to operate any item of plant. Where any doubt regarding the competency of an operator exists, the Site Manager will report to the Project Manager, Sub-Contractors or hire company, immediately.

No young person (under 18 years old) is permitted to operate any items of plant or act as banksman unless being trained and under direct supervision.

All plant will be properly secured and immobilised at the end of each day.

Weekly thorough documented examinations are required for aerial cableways, aerial ropeways, grabs, cranes, draglines, excavators, gin wheels, hoists, overhead runways, piling frames, pulley blocks, sheer legs, and winches.

All necessary testing and Thorough Examination Certificates will be requested and checked by the Site Manager and all items of plant requiring weekly inspections by the operator, or other competent person and will have the inspection recorded in the Site Register, regardless of any register kept by operator or plant hire company.

The Site Manager will ensure that any necessary preparatory work required, to enable plant to be installed, or used correctly, is carried out in accordance with specific requirements.

Plant operators will not carry out work with a machine for which it was not intended.

Hazards with the use of plant arise out of:

- Unskilled operation
- Incorrect use
- Poor maintenance
- Reversing unsupervised
- Defects in machine unchecked
- Noise (see separate section)

All banksmen, supervisory staff and operatives required to enter earth-moving areas will be provided with high visibility waistcoats or belts.

Plant operators must not be under the influence of alcohol or drugs during the working day or shift.

All personnel required to enter areas where lifting appliances are in use (e.g. cranes, excavators, piling frames etc.) will be required to wear safety helmets.

Persons not undertaking construction works, i.e. members of the public or children must not be permitted to enter working areas while plant is in use and all necessary measures required to avoid hazards to children on the site outside working hours must be taken, particularly if it is not possible to fully fence the site.

Abrasive Wheels

The following regulations cover the provision and use of Abrasive Wheels:

The Provision and Use of Work Equipment Regulations 1998
The Personal Protective Equipment at Work (PPE) Regulations 1992

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

HSG17 Safety in the Use of Abrasive Wheels

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

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

The Contracts Manager will ensure that any abrasive wheel machine, hired or used by any operative will be provided and maintained in accordance with the regulations.

Any person required to use an abrasive wheel machine or tool, must be suitably trained to the standards of the above regulations. All operatives required to undertake the mounting of abrasive wheels and discs shall be trained to do so.

There is also a requirement under the Provision and Use of Work Equipment Regulations 1998 for operatives to be trained in the safe use of abrasive wheel equipment.

The Site Manager will ensure that any operative required to change discs or wheels on abrasive wheel tools, has been trained and appointed in accordance with the regulations.

The Site Manager will ensure that suitable storage facilities are available for abrasive wheels and that sufficient quantity of suitable eye protection, and other protective equipment is available and issued when required.

The Site Manager will ensure that the required statutory notices are prominently displayed.

Any person required to use an abrasive wheel machine, or tool, must be suitably trained to the standards of the above regulations.

Supervisory staff will ensure that any abrasive wheel machine or tools being used with any defect, which could give rise to injury, is taken out of use immediately.

The main hazards associated with abrasive wheels are:

- Bursting of the wheel or disc
- Injuries from flying particles
- Cuts to hands, legs etc.
- Dusts inhaled from certain types of materials
- Loose clothing tangled in disc
- Electric shock
- Noise, fire and explosion

Any doubt as to the precautions required, or where unusual circumstances are to be encountered, Safety Services (UK) Ltd may be consulted at an early stage.

Site Tidiness

Several regulations deal with the need for workplaces and accesses to be kept clear of debris and other materials, some examples are:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Underground Services

The Management of Health and Safety at Work Regulations 1999 requires employers and the self-employed to assess the risk arising from work activities, this includes ensuring that precautions are taken to prevent danger from electricity cables.

Other services, if damaged by excavation work, could also be a hazard, e.g., water flooding trench, gas-causing asphyxia. Explosion risks caused by gas leaks, health risks from raw sewage and, in all cases, the costs involved in repair, must be considered.

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

HSG47 Avoiding Danger from Underground Services

All work will be planned to take the above standards into account. The Contracts Manager will obtain full details of all underground services from the service authorities, e.g.

- National Grid
- Local Authority - street lighting cables
- National Gas
- Water Authority - mains water, sewers
- British Telecom
- Fibre Optic Suppliers
- Television Relay Companies
- Adjacent Private Owners and any other local special circumstances

Where there are many existing services, e.g., in a town centre, then a permit to work system for excavation work will be prepared.

A detailed Method Statement is to be prepared for works near underground services by the relevant contractor or utility company.

Before any excavation work commences, the Site Manager will ensure that all information on existing underground services has been obtained and that either all services are physically located and marked by means of location equipment and/or carefully hand dug trial holes, or that trial holes are carefully excavated along the line of the proposed trench or area of excavation.

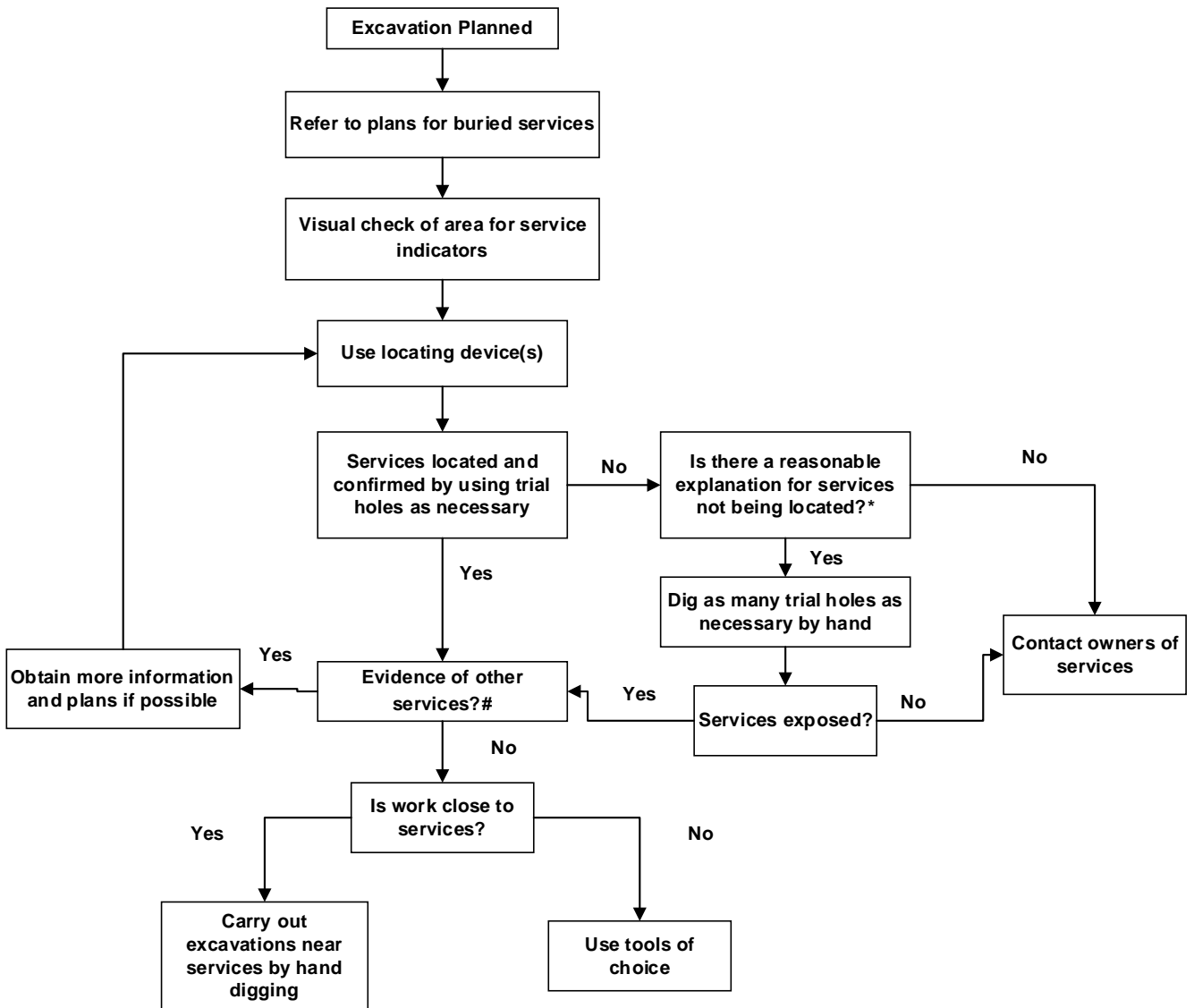
Full consultation must be carried out at all stages with representatives of the various service authorities, to agree precautions required.

All Site Managers, machine operators and banksmen will be instructed in the procedures to be followed. Any Sub - Contractors involved in excavation work will be issued with full information obtained from service authorities and will also be involved in any consultation procedures. All persons on site will be instructed in the operation of a Permit to Work system, if applicable.

Any service installed as temporary supplies, or as part of the permanent works, will be accurately plotted on a site plan by the Engineer/Site Manager and will be physically marked along its route by means of timber stakes and notices.

The Sub - Contractors involved must provide service location equipment, for use on site, in accordance with the above standards, training must be provided, to supervisory and key operatives, in the use of the equipment.

Underground Services Procedures



* For example are services non metallic pipes?
 proceed but using hand-dug trial holes and proceeding with great care.
 # In particular visual evidence. Ensure that the presence of services, which may be unmarked on plans or for which no plans are available, has been considered, for example service connections.

Entry into Confined Spaces

The **Confined Spaces Regulations 1997** are applicable for entry into confined spaces.

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

L101 Safe Work in Confined Spaces

The above provides information on the hazards involved, precautions and procedures required.

Information and advice on the legal requirements, recommendations of the Approved Code of Practice and any other aspect of work in confined spaces is available from Safety Services (UK) Ltd.

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

Before work commences, the Contracts Manager must establish if work in confined spaces is to be carried out and, if so, must arrange for any necessary equipment, working procedures, training etc. to have been provided, taking into account the hazards likely to be encountered.

All personnel required to carry out testing and monitoring of atmospheres must have been suitably trained and equipped as well as operatives required to use breathing apparatus, reviving apparatus, rescue and permit procedures etc.

Method statements including a rescue plan must be prepared before any work in confined spaces can commence.

The Site Manager will ensure that all operatives have the necessary equipment available on site, in accordance with the planned procedures, before entering a confined space.

The Site Manager will ensure that the contractor follows the planned procedures, including any permit to work system, and that only authorised persons are permitted to enter the confined space.

Any changes in working methods or conditions, which were not included in the planning procedure, must be referred to the Contracts Manager before work recommences.

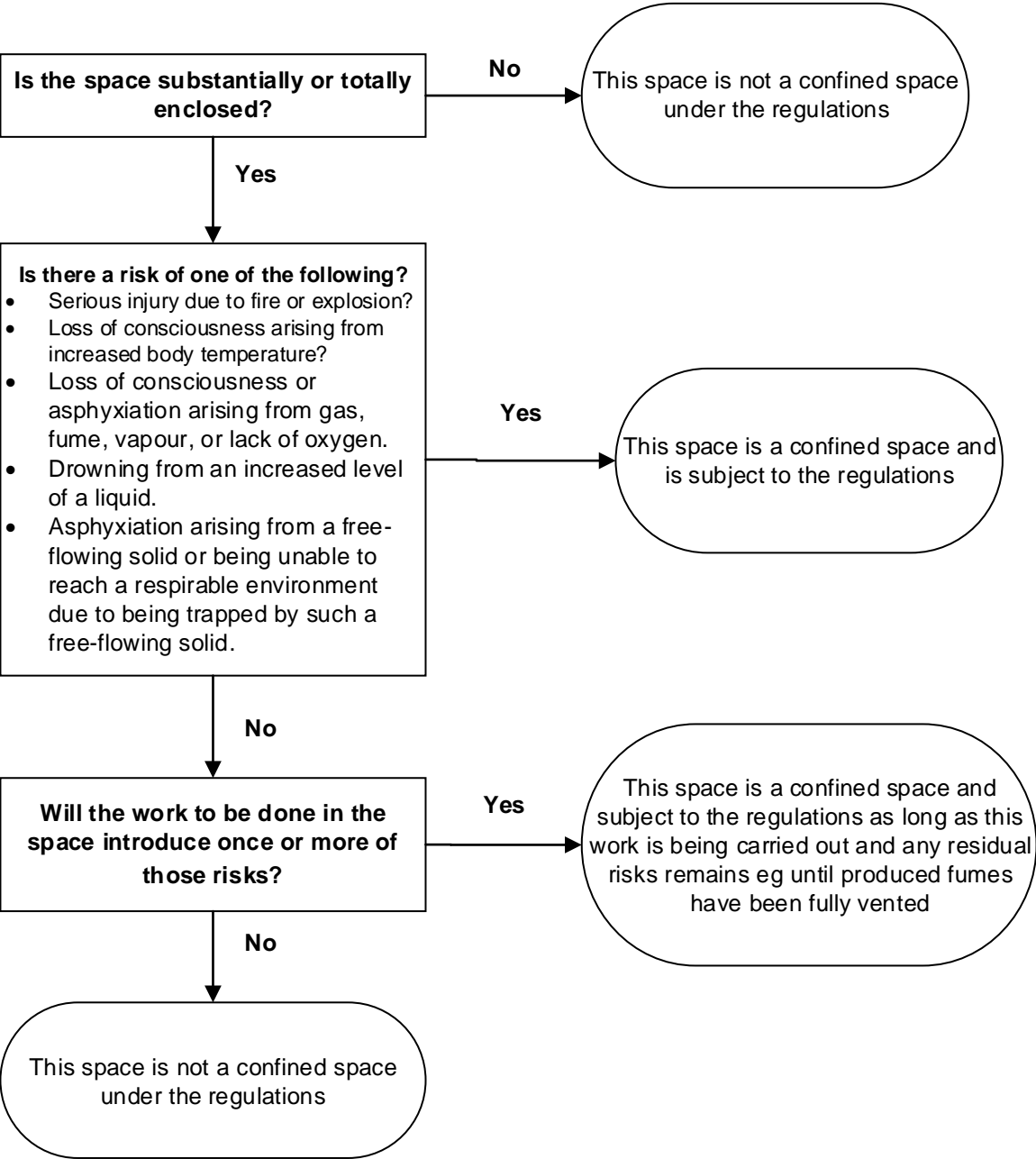
All safety equipment must be regularly checked and maintained. Any defects in equipment must be attended to immediately.

The main hazards associated with confined spaces are:-

- Asphyxiation due to oxygen depletion
- Poisoning by toxic substance or fumes
- Explosions due to gases, fumes, dusts
- Fire due to flammable liquids, oxygen enrichment etc.
- Electrocution from unsuitable equipment
- Difficulties of rescuing injured personnel
- Drowning
- Fumes from plant or processes entering confined spaces

When conditions make it necessary, Safety Services (UK) Ltd may provide safe systems of work, permit to work systems etc., as requested and provide information on ventilation equipment, breathing apparatus, rescue apparatus, ropes, harnesses, monitoring equipment etc. as requested.

Confined Spaces Identification



Working Underfloor and in Restricted Spaces

This covers where installations and works extend into restricted spaces including underfloor

This section should be read in conjunction with the section on Confined Spaces

This activity should be highlighted in the work package and contract. Plans will be drawn up for entry procedures; the area and task risk assessed and a safe working procedure developed including rescue plan where appropriate. For low risk situations this may be a verbal brief but for more complex situations a written method statement will be appropriate with a written acceptance of understanding from all operatives involved in the task that should be retained for inspection if required. Where possible a survey will be conducted in advance and as built drawings consulted.

The senior person/supervisor/manager on site will liaise with the site/project manager or client representative and develop and agree a safe system of work that may include permit and isolations.

There should always be a safe means of access and egress

Take care around other services including lagged pipes and cables and alert site manager/client representative of damaged services that could affect safety.

Temporary lighting should be provided with back up in case of power failure.

Check for fragile surfaces and ensure the route is designed for safe access and will support weight required.

Check for vermin and detritus that could affect health – if present liaise with client on how to progress.

High temperatures may be encountered – where temperatures are above 28oC then additional ventilation should be provided – above 30oC then a full heat stress risk assessment should be undertaken.

Review the asbestos survey prior to entry as fire stopping is frequently underfloor.

PPE should include overalls and bump caps with knee protectors and gloves available should crawling be necessary.

Ensure all fire-stopping is reinstated before closing up.

Ensure communication is set up and it is essential to have a top man/sentry present to raise the alarm

On no account should this be undertaken as a lone working practice.

Ensure that there is a means of rescue in an emergency situation

Management of Asbestos

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

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

The Control of Asbestos Regulations 2012

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

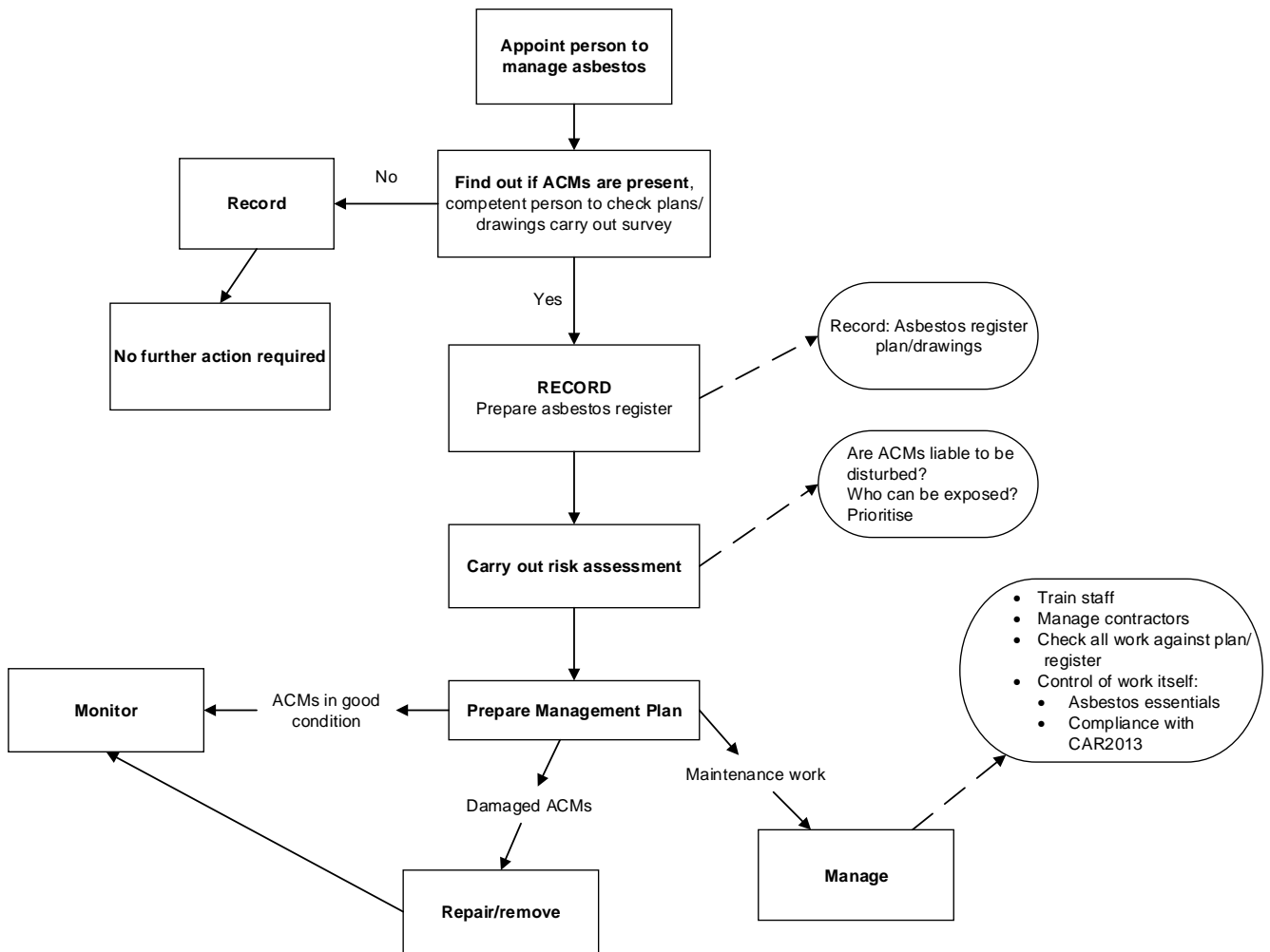
L143 (2nd) Managing & Working with Asbestos (second edition)

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

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

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

Summary Managing Asbestos Procedure



Asbestos

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

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

The Control of Asbestos Regulations 2012 SI 2012 No. 632

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

L143 (2nd)	Managing & Working with Asbestos (second edition)
HSG210 (4th)	Asbestos Essentials Task Manual (Fourth edition)
HSG 227	Managing Asbestos in premises
HSG 247	Asbestos: The licensed contractors' guide
HSG248	Asbestos: The analyst's guide for sampling, analysis and clearance procedures
INDG223	Managing Asbestos in workplace buildings

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

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

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

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

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

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

The Site Manager/Supervisor will control all other operatives because of the actions and advice of the specialist contractor.

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

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

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

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

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

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

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

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

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

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

Allowed activities

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

Work where exposure is sporadic and of low intensity

The risk assessment shows that the exposure of any employee to asbestos will not exceed the control limit (0.6 cm³ [10 mins] or 0.1 f/cm³ [4 hrs])

The work involves:

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

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

Hot Work

Every year fire kills and seriously injures workers, clients, members of the public and destroys millions of pounds worth of property and equipment, not all of which is covered by insurance. Many of such fires are preventable with forethought. The effects of fire include heat and smoke damage and possible collapse of premises and is not confined to the building being worked on but also can affect equipment and site facilities.

Fire safety is particularly relevant during renovations when walls, floors, ceilings, roofs and some supporting parts of the structure are removed allowing the rapid spread of smoke and heat/flames throughout the premises and the collapse of structures.

The legislation that applies to fire safety in the workplace includes:

The Regulatory Reform (Fire Safety) Order 2005, The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4, The Health & Safety (Safety Signs & Signals) Regulations 1996, The Management of Health and Safety at Work Regulations 1999 and generally the Health and Safety at Work etc. Act 1974.

In construction a major cause of fire is "Hot Work" which includes welding (gas and electric), cutting, brazing, grinding, soldering, paint stripping with blow lamps etc. sealing plastics by hot gun, pitch/tar work (roofs and roads) so attention to fire safety is a site/trade wide responsibility.

To ensure site fire safety "Hot Work" must be undertaken by competent persons in controlled working environments ensuring all fire safety precautions have been met. This is usually confirmed by a Permit to Work (Hot Work Permit) system.

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

HSG 150 Health and safety in construction.

HSG 168 Fire Safety in construction work.

Fire Prevention on Construction Sites (The Joint Code of Practice on the Protection from Fire of Construction)

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

The Site Manager is responsible for fire safety on site and will take the above legislation and guidance into account during planning and operation of the site. The Site Manager is particularly responsible for:

- Assessing the degree of fire risk in relation to the envisaged site activities.
- The review of the risk assessment as the site develops or activities change
- Ensuring that a fire safety plan is formulated and produced
- The regular updating of the fire safety plan as and when this becomes necessary either by the marking up of controlled site drawings or by the appending of relevant information to the fire safety plan
- The control of the Permit to Work (Hot Work Permit) system

The Site Manager may appoint a Site Fire Safety Controller (SFSC) to manage site fire safety on their behalf.

The Site Manager/SFSC may appoint a suitable number of fire wardens to ensure prompt and safe evacuation of the site in the event of an emergency as per the risk assessment.

No Hot Work shall be permitted without suitable Risk Assessment, Method Statement and application of Permit to Work system.

The Hot Work Permit, attached at Appendix A:

- Is the controlling document to confirm suitable checks have been completed and adequate fire safety precautions are in place prior to Hot Work starting?
 - Will be for a specified time limited to control adequately the risk from hot working
 - To ensure that all equipment, apparatus, and materials are in a safe condition prior to works, during the works and at close of business each night
-

The Site Manager/SFSC will:

- Ensure all employees, contractors and visitors to the site are trained in the requirements of the site safety plan.
- Monitor and ensure that employees, contractors, and visitors put the fire safety plan into practice
- Undertake daily checks on all fire escape routes, signage, firefighting equipment, and alarm devices - See also checklist Appendix C to this policy
- Ensure site security personnel, especially those employed during silent or non-working hours are familiar with site fire procedures as described in the fire safety plan
- Ensure that during an alarm or fire related incident that there is a safe evacuation of site to the specified muster point and to identify from a nominal roll that all persons known to be on site are identified as having vacated the premises

When issuing a Permit to Work the Site Manager/SFSC will ensure they personally undertake a check on all fire escape routes, signage, firefighting equipment and alarm devices pertaining to the area where the hot work is to take place and complete the Safety Checklist appended to this policy at Appendix B.

The Site Manager/SFSC is responsible for the issue of the permit to carry out hot works on site. Prior to issue of the permit, the Site Manager/SFSC will:

- Ensure that if hot work is to be completed in premises covered by a fire sprinkler system that it suitably protected against accidental discharge.
- Ensure all persons undertaking hot work are competent to do so
- Ensure that the area of the proposed works will be as clear as is reasonably practicable of all combustible materials
- All fabric, fixtures, and fittings, which by their nature cannot be removed, are adequately protected against the risks from combustion using sheathing, shrouding or other adequate, suitable means
- All equipment to be used has been checked and is serviceable
- Suitable fire appliances are readily available for use
- If required, adequate barriers and signage are in place to prevent unauthorised persons entering the area
- If required, a suitable number of fire marshals are available to watch for fires in hidden locations i.e., through walls, in voids etc.
- That hot work ceases at least 1 hour before the end of normal work
- That any fire safety devices that have been covered, disconnected, or turned off are uncovered reconnected or turned on
- That a personal fire safety check is completed before signing back the permit from the worker

- Appendix A

HOT WORK PERMIT

ISSUING COMPANY: _____

Site: _____

PERMIT NO _____

B PROPOSAL (To be completed by the person responsible for carrying out the work)

BUILDING: _____

EXACT LOCATION OF PROPOSED WORK: _____

NATURE OF HOT WORK TO BE UNDERTAKEN: _____

The above location has been examined and the precautions listed on the reverse side of this form have been complied with as indicated.

COMPETENT PERSON SIGNED: _____

NAME (BLOCK CAPITALS): _____

DATE: _____

POSITION: _____

B AGREEMENT (To be completed by the company Fire Safety Officer or other nominated person) This Hot Work Permit is issued subject to the following conditions:

TIME OF ISSUE OF PERMIT: _____

TIME OF EXPIRY OF PERMIT*: _____

A FINAL FIRE CHECK OF THE WORK AREA SHALL BE MADE, NOT BEFORE: _____

ADDITIONAL CONDITIONS REQUIRED: _____

SIGNED: _____

NAME (BLOCK CAPITALS): _____

DATE: _____

POSITION: _____

C FIRE WATCH (To be completed by Site Manager/SFSC in conjunction with the person responsible for the work before returning permit to the issuer)

The work area and all adjacent areas to which sparks and heat might have spread (such as floors below and above, and areas on other side of walls) have been inspected and found to be free of fire following completion of work.

TIME INSPECTION COMPLETED: _____ (This must be at least 1 hour after work was completed)

SIGNED: _____

NAME (BLOCK CAPITALS): _____

DATE: _____

POSITION: _____

* It is not desirable to issue permits for protracted periods. Fresh permits should be issued, for example, where work extends from morning to afternoon.

NB: Where work is being carried out by a contractor, the issuer of the permit should ensure that the contractor has complied with the requirements prior to work being carried out, and should be satisfied that the area is free of fire when work is completed.

HOT WORK PERMIT CHECKLIST**FIRE PROTECTION**

1. Where sprinklers are installed they have been isolated (in work area only).
2. Where fire detection systems are installed, they have been isolated (in work areas only).
3. A trained person not directly involved with the work will provide a continuous fire watch during the period of hot work and for at least one hour after it ceases, in the work area and those adjoining areas to which sparks and heat may spread.
4. At least two suitable extinguishers or a hose reel are immediately available. Both the personnel undertaking the work and providing the fire watch are trained in their use.
5. Personnel involved with the work and providing the fire watch are familiar with the means of escape and method of raising the alarm/calling the fire brigade.

PRECAUTIONS WITHIN 10 METRES (MINIMUM) OF THE WORK

6. Combustible materials have been cleared from the area. Where materials cannot be removed, protection has been provided by non-combustible or purpose made blankets, drapes or screens.
7. Flammable liquids have been removed from the areas.
8. Floors have been swept clean.
9. Combustible floors have been covered with overlapping sheets of non-combustible material or wetted and liberally covered with sand. All openings and gaps (combustible floors or otherwise) are adequately covered.
10. Protection (non-combustible or purpose-made blankets, drapes or screen) has been provided for:
 - Walls, partitions and ceilings of combustible construction or surface finish
 - All holes and other openings in walls, partitions and ceilings through which sparks could pass
11. Combustible materials have been moved away from the far side of walls or partitions where heat could be conducted, especially where these incorporate metal.
12. Enclosed equipment (tanks, containers, dust collectors etc.) has been emptied and tested, or is known to be free of flammable concentrations of vapour or dust.

EQUIPMENT

13. Equipment for hot work has been checked and found in good repair.
 14. Gas cylinders have been properly secured.
- (The person carrying out this check should tick the appropriate boxes)*

Work at Height

The Work at Height Regulations 2005 applies to all work at height activities. **The Workplace (Health, Safety and Welfare) Regulations 1992**, Regulations 13 – 16 may apply in part or completely

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

INDG401 **Working at height a brief guide**
L24 **Workplace Health Safety and Welfare**

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example, you are working at height if you: are working on a ladder or a flat roof; could fall through a fragile surface; could fall from a vehicle flatbed; could fall into an opening in a floor or a hole in the ground.

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

The company will plan the following arrangements as appropriate:

- To avoid or minimise Work at Height as far as reasonably possible
- Suitable means to prevent falling using guard-rails, barriers, working platforms etc.
- Protection for the public, or other operatives who may be at risk.
- Safe means of access to the workplace.
- Where necessary, suitable access equipment.
- Protection of fragile surfaces.

Where falls cannot practically be prevented then a system of fall protection must be used. There are two basic types:

- Those that provide a collective safeguard e.g., safety nets, air bags or bean bags
- Those that provide personal fall protection e.g., safety harnesses attached to a suitable anchorage point

Both systems require appropriate training and supervision to ensure their effectiveness.

Suitable access equipment/methods must be identified for work at height activities. As a rule, ladders and stepladders will only be permitted where work is of a short duration, light in nature, where three points of contact can be maintained. For the majority of work at height activities, mobile towers, podiums or other working platforms will be suitable. Collective safeguards have the advantage over personal fall protection in that they do not rely on supervision to ensure their effectiveness and they may also allow work to be carried out below with less danger from falling objects.

If a personal protection system is used, then a rescue procedure must be planned, communicated to the workforce, and implemented prior to work commencing.

Short duration work will also be carefully planned to identify hazards and arrange for the provision and securing of access equipment as necessary.

Training will be provided for supervisors and operatives required to work at height.

The Project/Site Manager will not permit work to commence at height until the planned safety precautions have been provided. Work at height must not be permitted if safety could be affected by high winds or gusty conditions. Consideration must be made of conditions that could affect safety, such as extremes of temperature, wet weather or icy conditions.

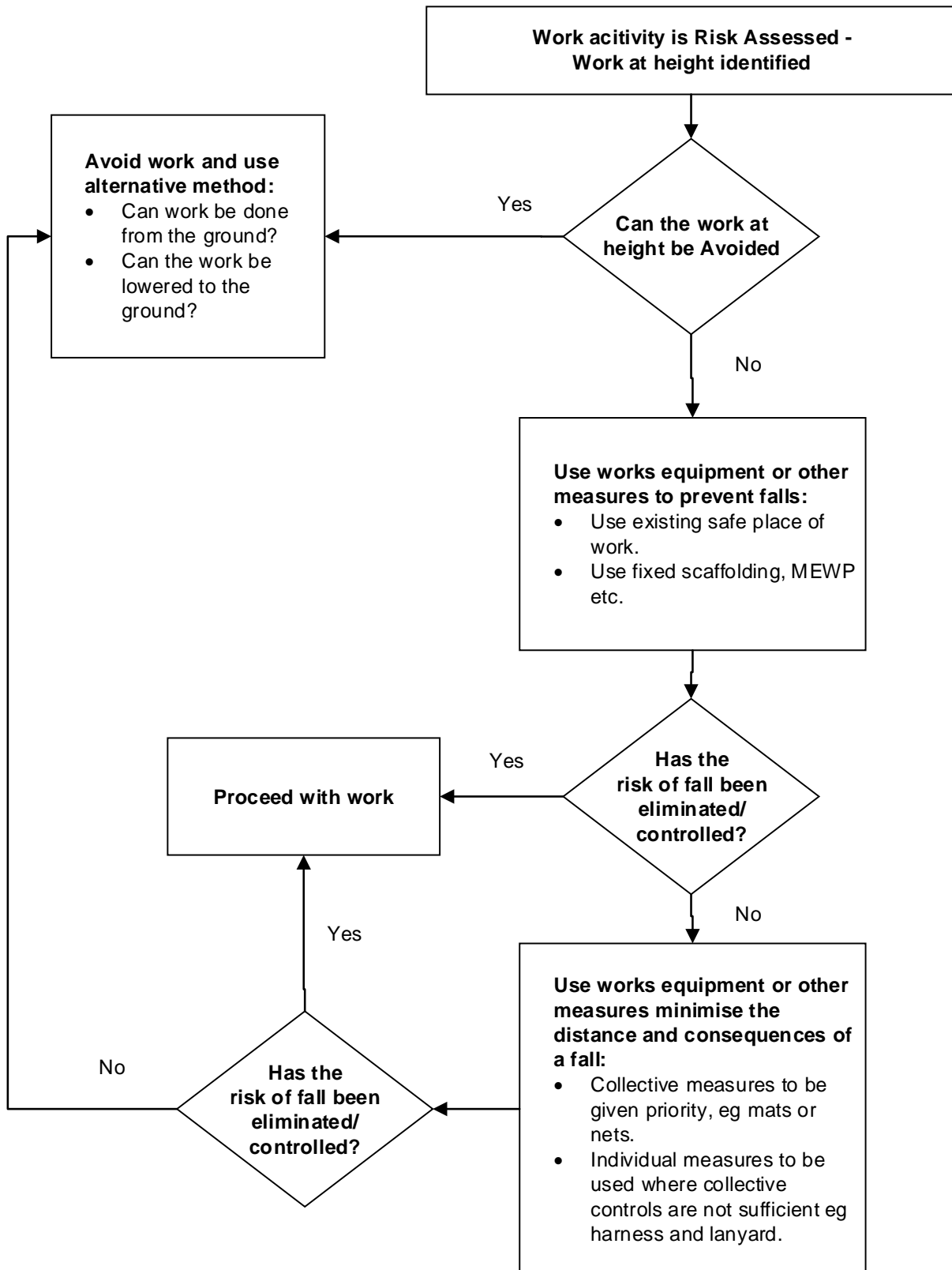
Materials must not be dropped or thrown down from heights, other than by means of a chute, or suitable safe method.

The main hazards associated with work at height are:

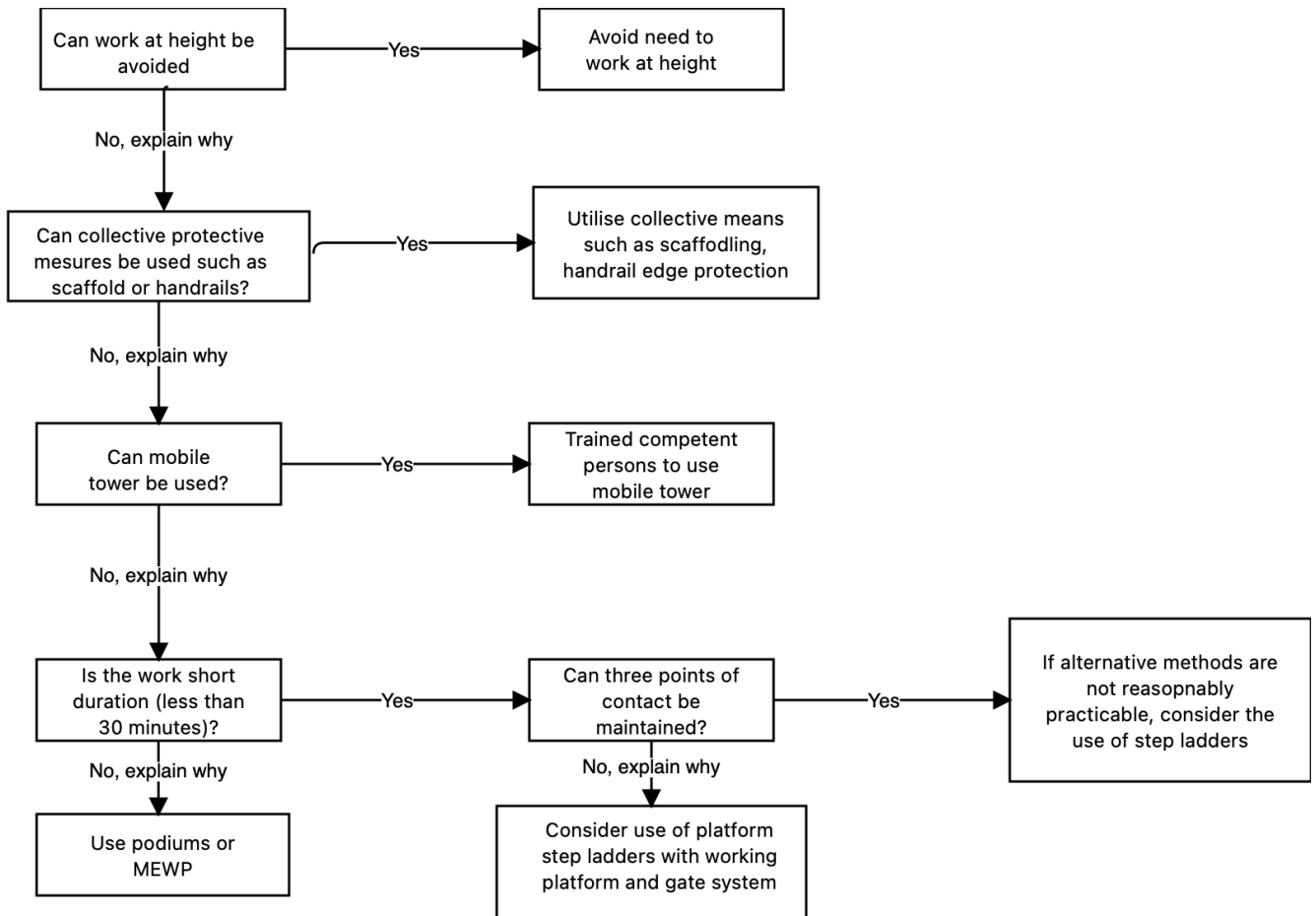
- Falls from unprotected edges, i.e., into excavations.
- Falls through incomplete or fragile surfaces.
- Objects falling from heights.
- Contact with overhead electric cables.
- Falls from ladders.

All personnel required to work near or below any work at height must wear safety helmets. Access to the workplaces at height must be prevented to unauthorised persons particularly after working hours. All work at height, no matter how small, should consider the above standards when work is planned to minimise the risks to those involved or likely to be affected.

Work at Height Procedure



Work at Height Equipment Selection Procedure



Mobile Elevated Work Platforms (MEWP)

The following legislation relates to the supply and use of MEWPs: -

The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

The Provision and Use of Work Equipment Regulations 1998

The Personal Protective Equipment at Work Regulations 1992

The Work at Height Regulations 2005

Reference should be made to **GEIS6 The Selection, management and use of mobile elevating work platforms** and **HSG 150 Health and safety in construction**

All work requiring the use of MEWPs should be planned, tendered, and negotiated in accordance with the above.

Ensure a competent person plans all work activities to enable the provision of adequate resources for the duration of the works.

Ensure only competent persons are permitted to operate, maintain, and examine MEWPs.

A competent person will ensure all work activities involving the use of MEWPs are carried out in accordance with the above. Any anomalies identified will be rectified without delay and the safe system of work will be revised.

To enable the safe use of an MEWP the following issues will be dealt with in the safe system of work:

- Ensure there is a firm and level base
- Ensure the operator is competent
- Operator controls at platform level and an emergency override button at ground level
- Platform must be properly guarded with guardrails and toe boards and have a safe means of access
- Levelling device on chassis to ensure verticality in use
- Stability in use must be ensured
- Allowance must be made for wind speed and direction
- Ensure obstructions at ground and high level are avoided (overhead power lines)
- Ensure the operator has received specific training relating to the particular type of MEWP (in accordance with the suppliers/manufactures recommendations)
- Ensure the Safe Working Load (SWL) is clearly marked on the appliance and adhered to
- Use of wheel locks and outriggers must be in accordance with the manufacturers' instructions
- Ensure MEWP operators do not climb onto the guardrails or use the MEWP as a means of access from one level to another
- Ensure that when the MEWP is not in use it is secured and locked to prevent unauthorised use

To ensure the safe use of an MEWP it is imperative that the plant is maintained in accordance with the following:

- Visual inspection daily before use
- Weekly Inspection (50 hours), by a competent/authorised person to enable a written report to be prepared on the appliance. Any identified faults should be corrected immediately, or the MEWP removed from service
- Six monthly (1000 operational hours) or after an accident, major repair, or modification. A competent person must examine and test all working parts of the MEWP, a certificate should then be prepared stating that the MEWP is safe to use

Aluminium Mobile Tower Scaffolding

All scaffolds erected on Company sites, or used by employees, will be erected in accordance with **The Work at Height Regulations 2005**. Equipment should also comply with the requirements of **The Provision and Use of Work Equipment Regulations 1998** and associated Approved Code of Practice.

The relevant manufacturer's instructions **MUST** always be supplied with the tower, be available on site and used to erect/dismantle the mobile tower.

All work involving the erection and use of tower scaffolding will be planned to take the above standards into account.

The Manager or Supervisor should ensure that the correct type and size of tower is selected, taking advice and guidance from the tower supplier as necessary.

Supervisors required inspecting scaffolding and any person erecting, altering or dismantling scaffolding must be adequately trained.

The scaffold tower should be erected by competent persons or supervised by a competent person.

In addition, all scaffold towers from which a person could fall 2 metres or more **MUST** be inspected by the users in accordance with the following schedule:

- Before being taken into use for the first time; and
- After any substantial addition, dismantling or other alteration; and
- After any event likely to have affected its strength or stability; and
- At regular intervals not exceeding 7 days since the last inspection.

A report of the above inspection and any action taken should be made within 24 hours of the inspection, for any platform where a person could fall 2 metres or more and recorded in the Scaffold Report of Inspection. For platforms where the fall is less than 2 metres then the inspection must still be undertaken but there is no requirement for a written report to be made.

Only competent persons will be permitted to alter, erect, dismantle or otherwise interfere with any scaffold tower erected on Company sites or for use by Company employees.

The user should ensure that all scaffolds are erected on ground or surfaces that have been prepared, levelled and consolidated.

All scaffold towers should be erected in accordance with the manufacturer's instructions and the requirements of any method statement.

The method of erection should be such that no person has to stand on a platform without guardrails around them; especially when erecting, modifying or dismantling the tower.

This will require the use of either "Advanced Guardrail Systems" or "Through the Trap" methods to ensure that this requirement is achieved.

Stepladders, Trestles and Staging's

All stepladders, trestles and staging's will be provided and used in accordance with **The Work at Height Regulations 2005**.

Only equipment constructed in accordance with **BS 8630 Portable Staging's and Folding Trestles**, or **BS EN 131 Ladders** shall be used.

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

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

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

Suitable work equipment should then be selected that considers the activity, duration, hazards, and risks, so that the work can be undertaken safely, e.g., stepladders should be used for short duration work that is light in nature.

The Company will ensure that the required numbers and types of equipment will be provided, considering the work to be carried out and the above standards.

Training provided to Site Managers and operatives will include the hazards and precautions relating to this equipment and its use.

All equipment will be checked by a competent person before use to ensure that there are no defects and will be checked, at least weekly, while on site.

Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately. Any repairs will be carried out by competent persons only.

The Site Manager will check that the equipment is being used correctly and not being used where a safer method should be provided.

The Site Manager will ensure that proper storage is provided for stepladders, trestles, or stages, undercover where possible.

The main hazards associated with stepladders, trestles and staging's are:

- Unsuitable bases, e.g., unlevelled equipment, inadequate packing pieces, loose material etc.
- Unsafe use of equipment (on scaffold platforms, roof etc., where special precautions are not taken)
- Overloading and overreaching
- Use of equipment where safer method should be provided
- Overhanging of boards or staging at support ("Trap Ends")
- Using defective equipment
- Excessive span of scaffold boards when used with trestles (must not exceed 1.2m where 38mm boards used)
- The use of a trestle and staging without edge protection where there is risk of injury as a result of a person falling, regardless of fall height.

Ladders

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

Only Professional class ladders constructed in accordance with **BS EN 131** will be used.

Reference should also be made to HSE publication **INDG455 Safe use of ladders and stepladders**.

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

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

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

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

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

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

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

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

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

The main hazards associated with ladders are:

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

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

Driving

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

The Health and Safety at Work etc Act 1974

The Management of Health and Safety at Work Regulations 1999

The Provision and Use of Work Equipment Regulations 1998.

The Road Traffic Act 1998

The Road Vehicles (Construction and Use) Regulations 1986

Reference should be given to

HSG 136

A guide to workplace safety

INDG 199

Workplace transport safety a brief guide

INDG 382

Driving at Work, Managing work-related road safety

The company understands its responsibilities with regards to driving on company business, the following procedures will be followed.

Safe driver

Company drivers will be assessed to ensure they are competent drivers and have a current licence for the type of vehicle they are to drive. Regular checks should be conducted (minimum of 6 monthly) to ensure that licenses remain valid. Drivers must inform their line manager of any endorsements/penalty points added to their license.

Company drivers must be medically fit to drive, should a medical professional diagnose a health condition that would make an individual unfit to drive, then said individual must notify their line manager immediately.

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

Safe vehicle

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

Drivers are to ensure that the vehicle is fit for use, tyres must be of legal tread and correct inflation, lights, wipers, controls, dials etc must all function. Should there be any doubt of the road worthiness of the vehicle the driver must contact their line manager and not use the vehicle until it is confirmed safe to do so.

Seat belts must be worn when fitted in the vehicle.

Passengers must only travel if there is a safe seat and restraining device/seatbelt fitted to the vehicle. The vehicles passenger carrying capacity must not be exceeded.

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

Safe Journey

Whilst driving on company business short journeys are encouraged but if longer trips are necessary then drivers are encouraged to take a minimum of a 15min break every 2 hours and not to drive when tired.

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

It is illegal to smoke in company vehicles in the UK as such smoking is not permitted in any Company vehicle.

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

Whilst offloading, hands and feet are to be kept clear of tail lifts, doors etc.

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

Drugs and Alcohol

It is illegal to drive if either:

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

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

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

It's an offence to drive if you have over the specified limits of certain drugs in your blood and you haven't been prescribed them. Talk to your doctor and refer outcomes to your line manager about whether you should drive if you've been prescribed any of the following drugs:

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

You can only drive after taking these drugs if:

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

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

Mobile Telephones and In-Car Technology

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

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

Using a hand-held mobile phone while driving is illegal. It is also illegal if you are a passenger supervising a learner driver.

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

The user must always exercise proper control of the vehicle. Never use a handheld mobile phone or microphone when driving. Using hands free equipment may also distract the users' attention from the road and should only be used when on the move if it is considered safe to do so. It is far safer not to use any telephone while driving - find a safe place to stop first. Using hands-free phone kits is currently legal in the UK, although police still have the right to penalise any hands-free user they think is being distracted and isn't in control of their vehicle.

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

Breach of legislation may result in a fixed penalty notice (fine) and points added onto the offender's licence.

Cleaning Operations

The below legislation has applicable requirements to cleaning operations:

The Control of Substances Hazardous to Health Regulations 2002 (as amended)
The Provision and Use of Work Equipment Regulations 1998
The Management of Health and Safety at Work Regulations 1999
The Electricity at Work Regulations 1989
Personal Protective Equipment at Work Regulations 1992 (as amended)
The Work at Height Regulations 2005 (as amended)

The Health and Safety Executive (HSE) website should be referred to for further information and resources.

All cleaning operations need to be planned in accordance with the above standards, all equipment, substances, and methods of work will need to be planned to reduce risks to employees and others who may be affected by the Company's acts or omissions.

All equipment and substances will be properly selected, maintained, and used by competent personnel only.

If the Company employs the services of subcontract cleaners, they have a duty to ensure the competence of the contractor and to give the contractor adequate information, instruction, and training in order to enable them to understand any inherent risks present in the workplace and to undertake their activity safely.

The Site Manager will ensure all persons are competent to carry out their works and that adequate supervision and resources are always made available.

The Site Manager will ensure that all necessary information required for a safe method of work is made available to all relevant persons.

The main hazards associated with cleaning operations are:

- Exposure to hazardous substances
- Slips, trips and falls
- Electrocutation from faulty electrical equipment
- Cuts to hands and other parts of the body
- Manual handling injuries

Waste Removal

The following regulations cover waste removal:

The Environmental Protection Act 1990
The Hazardous Waste Regulations 2005
The Producer Responsibility Obligations (Packaging Waste) Regulations 2007
The Controlled Waste (England and Wales) Regulations 2012

All waste disposals must be via a “licensed waste contractor” approved by the Environment Agency.

All waste will only be disposed of in a suitable specified waste disposal site.

All waste removal movements will be recorded on a recognised consignment note.

The Environmental Protection Act gives responsibility for all producers of waste to ensure it is managed correctly until. This includes documenting the transfer of waste and ensuring that the waste is handled correctly by all handlers. This requires you to prevent uncontrolled releases of material (e.g., prevent leaks of diesel from tanks by using bunds or the spread of waste materials by high winds by netting over waste collection skips). As you have a responsibility to ensure your waste is handled by competent, responsible contractors it is important that you only use licensed contractors.

Any hazardous waste as defined by the Environmental Agency **Technical Guidance WM3: Waste Classification** must be disposed of in accordance with the Hazardous Waste Regulations 2005 and the consignment note procedure followed

All Waste Disposal will be properly planned taking into account the type of waste that requires disposal.

Any hazardous wastes activities will need careful planning to reduce the risks of exposure to an approved level.

Controlled waste (your general waste) must not be stockpiled or treated (including bonfires) on sites or at premises without the appropriate environmental permit.

Waste will only be transported by registered carriers.

The monitoring and supervision of all waste removal will be undertaken by a competent person only.

The competent person will ensure all resources are made available and all necessary steps are taken to ensure the waste is disposed of properly.

The competent person will ensure that the consignment note is properly used and passed on to all relevant persons/organisations.

The waste consignment note must describe the:

- transferred waste
- state whether the waste is loose or contained
- state the quantity of waste being transferred
- state the name and address of the producer
- state the name and address of the carrier, their registration number and issuing authority
- state the place of transfer
- state the date and time of transfer
- contain signatures of both the producer and carrier

All transfers of hazardous waste will be undertaken in suitable enclosed containers.

A safe method of work will be drawn up by a competent person for all waste removal operations. The safe method of work will contain the following information:

- Type of waste (Hazardous, non-hazardous etc.)
- Location of waste
- Location of suitable disposal site

- Competence of waste removal operatives
- Issue of waste consignment note
- Necessary special precautions (PPE, Wheel Scrubs etc.)
- Amount of waste requiring removal
- Notification to necessary authorities (when required)
- Who is likely to be exposed to any hazards/risks?
- Control measures for reducing the hazards/risks

Further information on waste removal can be obtained from Safety Services (UK) Ltd.

Lone Workers

A lone worker is 'someone who works by themselves without close or direct supervision'.

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

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

Reference should be made to the HSE Books leaflet: **INDG 73 Protecting lone workers**

The company will ensure a Risk Assessment is conducted and a "safe system of work" developed to ensure that suitable and sufficient controls are implemented for lone working situations.

The following will be considered;

- What might cause harm (hazards) to people and whether the company is doing enough to prevent that harm.
- The lone worker, the people they may come into contact with, the work they are carrying out, and how this may impact on the risk.
- The suitability of the person in relation to their medical condition. The company will seek medical advice where/if necessary.
- Are there any reasons why the worker might be more vulnerable, for example are they young, pregnant, disabled or a trainee?
- The environment the worker is in and the equipment they are using.
- The availability of emergency procedures and facilities.
- Does the worker have adequate and reliable means of communication and a way to call for help?

If the risks cannot be adequately controlled, then lone working should not be allowed or undertaken.

Mental Health and Lone Working

Lone working can negatively impact on employees' work-related stress levels and their mental health. If contact is poor, employees may feel disconnected, isolated or abandoned, which can affect their performance and potentially their stress levels or mental health.

The company will identify and implement procedures that allow direct contact between the lone worker and their manager.

Duties of employees under law

Workers have a duty to take care of their own health and safety and that of others who may be affected by their actions at work. They must co-operate with employers and co-workers to help everyone meet their legal requirements.

In short employees must cooperate with the company and abide by the procedures set.

Lone working controls/measures

The company will identify controls via the risk assessment process to help reduce the risk to employees who are lone workers. Controls may include:

- Managers/supervisors periodically visiting and observing people working alone.
- Pre-agreed intervals of regular contact between the lone worker and their manager/supervisor, using phones, radios, email etc, bearing in mind the worker's understanding of English.
- The use of apps, "wearables" or similar devices to monitor the safety of employees.
- Providing work equipment such as devices designed to raise the alarm in an emergency which can be operated manually or automatically, eg phones or radios
- Training in personal safety, which may include conflict resolution, can help a worker recognise situations where they may be at risk and to take appropriate steps to avoid or manage the risk.
- Implementing a robust system to ensure a lone worker has returned to their base or home once their work is completed.

If a lone worker's first language is not English, you should ensure that suitable arrangements are in place to provide clear communications, especially in an emergency.

Emergencies

As part of the risk assessment process, emergency procedures should be established, put in place and employees should be trained in them.

Regular and realistic practice should take place to allow quick and effective action to ease the situation and reduce the consequences.

The risk assessment may indicate that some lone workers should carry first aid equipment and/or may need first aid training (including how to administer first aid to themselves). Employees should also have access to adequate first aid facilities.

Emergency procedures should also include appropriate guidance on how and when lone workers can contact the company.

Alcohol, Drugs and Medication

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

The Misuse of Drugs Act 1971

The Health and Safety at Work etc. Act 1974

Road Traffic Act 1998

Transport and Works Act 1992

Management of Health and Safety at Work Regulations 1999

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

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

The company may conduct unannounced random testing for drugs and/or alcohol within the workplaces under the control of the company. Any employee/worker who exceeds alcohol limit or tests positive for drugs will be prevented from continuing work and:

- In the case of an employee, will be subject to company disciplinary procedures in accordance with their contract of employment.
- In the case of a contractor, will be subject to similar action as if directly employed, with notification to their employer.

An employees or contractor who refuses to be tested for drugs or alcohol will be deemed to have tested positive and will be treated accordingly.

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

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

Where such surveillance is undertaken, information will be stored and communicated in accordance with relevant legislation and the Data Protection Act 2018.

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

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

Smoking

Smoking is banned in almost all enclosed or substantially enclosed public places and workplaces in the United Kingdom under **the Health Act 2006**.

These sites give details of the free guidance, information and signs that can be obtained free of charge.

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

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

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

Employers or duty holders must display at least one legible no-smoking sign on their premises.

Your local council are in charge of enforcing the Smoke Free law. Penalties for breaking the Smoke Free law.

- Smoking at work or in a vehicle classed as a no smoking area – fixed penalty fine or if prosecuted a larger fine.
- Not adhering to signage regulations (owners/managers failing to display signs) – Fixed penalty, with larger fines if prosecuted.
- Not maintaining a smoke free place (owners and managers) – a maximum penalty of £2500 to the person who manages/controls the area. A fixed penalty is not appropriate in this situation.

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

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

There is no obligation to provide a smoking shelter however if a decision is made to provide one, employers should ensure that it is not enclosed or substantially enclosed (it cannot have walls that enclose more than 50% of the space; the roof does not count). If in any doubt about whether a building or structure is enclosed, substantially enclosed or open enough to allow smoking, contact the local council for advice and clarification.

The company understands its responsibilities and will comply with the requirements of the current legislation.

Protection of the Public

All resources will be made available at all times to prevent incidents/accidents when working adjacent to areas occupied or used by the public.

All employees working in these areas will be given adequate information and resources to carry out these works in a safe and effective manner.

All necessary signage and protective measures will be made available to ensure no harm comes to members of the public where at all possible.

If a member of the public is injured as a result of the Company's activities this should be reported to the local enforcing authority.

Working in Occupied Premises

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

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

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

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

Working Outdoors

The Workplace (Health, Safety and Welfare) Regulations 1992 and **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4**, applies to work outdoors and requires that consideration is given to ensuring that workers are protected, so far as is reasonably practicable, from adverse weather. This is generally assumed to be poor weather conditions, although these days consideration should also be given to hot weather conditions also.

In non-construction situations the generalities of the **Health and Safety at Work etc Act 1974** will apply.

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

INDG147(rev1) Keep your top on – Advice to outdoor workers

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

This will include the provision of advice and guidance to those likely to be affected and will also include the following:

- Consideration of rescheduling of works activities to when weather conditions are more favourable
- Provision of plenty of drinking water for hot conditions
- Provision of protective clothing suitable for extremes of temperature, either hot or cold
- Suitable shelter for extreme conditions and facilities to warm up or cool down
- Allowance for frequent rest breaks appropriate to the conditions
- Adequate heating and a means to heat food and drinks in cold weather
- Advice on the use of sunscreens and if appropriate the provision of the same
- Education of employees regards the signs and early symptoms of health or cold stress.

The site manager will advise employees and operatives to take breaks from work in the shade, if possible, on hot sunny days.

All employees and operatives should be encouraged to check their skin regularly for unusual spots or moles that change shape, size, or colour. Medical advice should be sought if they have any concerns.

Welfare facilities will be established that are suitable for the location. See section on Welfare.

Temporary Works

The Company will ensure appropriate arrangements are in place to manage temporary works that meet the legal requirements of the **Construction (Design and Management) Regulations 2015** and effectively manage the risk in compliance with **BS 5975 (Code of Practice for Temporary Works)** to ensure all temporary works are conceived, planned, designed, checked, erected, used, inspected and finally dismantled correctly.

DEFINITIONS

Temporary Works are:

- Works to stabilise or protect an existing building or structure that are not intended to be permanent or
- Works undertaken during construction but not required to form part of the final completed construction work,
- Permanent works operating under temporary conditions outside the parameters of their permanent design. This would normally be dealt with by the permanent works designer.

Examples of TW items are listed below but this is not exhaustive:

- a. Temporary cabin foundations
- b. Temporary services installations
- c. Hoardings and fencing
- d. Demolition schemes
- e. Temporary roads
- f. Traffic management schemes
- g. Piling mats and crane platforms
- h. Mortar silo foundations
- i. Formwork and falsework
- j. Access scaffolds
- k. Hoists
- l. Chute support
- m. Lifting operations
- n. Battered excavations
- o. Trench supports
- p. Stockpiles
- q. Temporary material loading out
- r. Propping of walls to form openings
- s. Steel sheet piling or bored pile walls
- t. MEWPs, cherry pickers, scissor lifts, mobile platforms
- u. Metal deck flooring (prior to concrete infill having achieved full strength)
- v. Steelwork under erection or dismantling

Competent Person

A competent person is one who is sufficiently qualified by training and practical experience to carry out the responsibilities allocated to them.

Permit to Load / Strike

Permit to Load / Strike means written approval to load / strike TW and can only be issued by the Temporary Works Co-ordinator, Temporary Works Supervisor or, in the event of absence, by a competent appointed person.

Risk Assessment & Method Statement

A written risk assessment and method statement (RAMS) must be prepared for all TW prior to construction. RAMS should cover the method of construction, the plant and equipment used, the means of access, sequence and/or loading limitations imposed by the design and the method of dismantling. RAMS must be communicated to all personnel involved in TW by the Temporary Works Co-ordinator, Temporary Works Supervisor or, in the event of absence, by a competent appointed person.

ROLES AND RESPONSIBILITIES

For most projects' roles will overlap. For example, the Temporary Works Co-ordinator and Temporary Works Supervisor will usually work closely together in establishing TW solutions and often carry out similar tasks to ensure the process is carried out effectively.

Therefore, there is a degree of flexibility in the definition of the roles and responsibilities listed below depending upon the circumstances.

- **Managing Director**

Responsible for:

- a. Ensuring that there is a system in place to control and issue the relevant documents associated with the design and construction of TW.
- b. Ensuring that sufficient resources are available to enable the requirements of the Management & Control of Temporary Works to be carried out.

- **Construction Director**

Responsible for:

- a. Identifying competent Temporary Works Co-Ordinator's and Temporary Works Supervisors.
- b. Ensuring that appropriate and necessary training is provided to relevant personnel to ensure that the Management & Control of Temporary Works is understood and properly implemented.
- c. Ensuring that there is a design agreement in place between TWC and the TW designers, as appropriate.
- d. Liaising, advising and assisting any personnel with regard to the requirements of the Management & Control of Temporary Works.
- e. Supporting and mentoring (Temporary Works Co-Ordinator's) and site managers.

- **Temporary Works Designer (TWD)**

Will most likely be from a specialist contractor or a design organisation. The TWD is responsible for:

- a. Designing the temporary works system using the design brief as a means of interpreting the client's needs.
- b. The Designer must also ensure that the drawing / design details can be interpreted by the site operatives including dimensions and components to be used.

- **Temporary Works Design Checker(s) (TWDC)**

Responsibilities include:

- a. Ensuring that all designs are suitable. (See Second Checking the Design).

This role will usually be carried out by the design team however, if the designs are classed as category 2 or 3 then they should be undertaken by an individual engineer not involved in the design or another external organisation.

The categories of temporary works below should be used to establish the level of second check required.

- **Temporary Works Supervisors (TWS)**

Responsible for (in their respective roles):

- a. Undertaking appropriate audits to confirm that the Management & Control of Temporary Works is being implemented on projects.
- b. Identifying training requirements relevant to an individual and ensuring that the appropriate training is implemented.

- **Temporary Works Co-Ordinator**

The Temporary Works Co-Ordinator has overall responsibility to ensure that all TW under their control are undertaken in accordance with the Management & Control of Temporary Works and the TW design. The TWC is responsible for:

- a. Ensuring that all TW activities are undertaken in accordance with Management & Control of Temporary Works.
- b. Ensuring that TW are recorded in the Launch Meeting Minutes under Temporary Works Schedule together with any assumptions regarding design responsibilities for those works. The content of the schedule will depend on the information available and may be reasonably generic at pre-construction stage.
- c. Ensuring that a Project Temporary Works Schedule (TW1) is produced, reviewed regularly, and updated in conjunction with the Temporary Works Supervisor to identify TW requirements on the project.
- d. Obtaining full details of the TW design in conjunction with the Temporary Works Supervisor for schemes identified on the Project Temporary Works Schedule (TW1).
- e. Employing only TW designers that have an agreement with to undertake TW design.
- f. Ensuring that each item of TW is allocated a category from 0 to 3 (in accordance with BS 5975) to determine the requirements for design checking and level of site control.
- g. Ensuring that a written Design Brief is produced for TW as appropriate and issued to the designer and design checker. Where a sub-contractor is the TW designer, it is likely that they will have produced their own brief and the Design Brief should be completed for the design checker.
- h. Identifying any requirements for periodic inspections, monitoring and maintenance of TW loaded for longer than 1 week and agree arrangements for these with the Temporary Works Supervisor.
- i. Where matters are encountered beyond the Temporary Works Co-Ordinator's normal experience and understanding, advice should be sought from the construction director, or another person experienced in the issue in question.
- j. Distributing information to all interested parties, including the Principal Designer where appropriate.

- **Temporary Works Supervisor**

As Temporary Works Supervisor the site manager is the individual in direct control of the operatives constructing and/or using TW and is responsible for:

- a. Maintaining a TW file on site to include a record of all drawings, calculations and other relevant documents relating to the Management & Control of Temporary Works on their project.
- b. Ensuring that all TW activities on the project are undertaken in accordance with the Management & Control of Temporary Works and the TW design.
- c. Ensuring that the construction of any TW does not commence until an approved method statement has been issued and understood by all those involved in the implementation and dismantling of the TW. The method statement must identify any requirements for inspection or further authorisations during the implementation and dismantling of the TW.
- d. Ensuring that inspections or further authorisations are implemented in accordance with the method statement and that any unusual occurrences, extremes of weather, accidental damage or observed deformation affecting any part of the TW are appropriately notified.
- e. Ensuring that the materials used are as stated in the design documentation unless alternatives have been agreed and authorised.
- f. Completing any item identified during final inspection which requires remedial action.

- g. Ensuring that any testing or proving of strength of the permanent works is undertaken and the result issued as appropriate.
- h. Ensuring that site work does not progress beyond each hold point until the appropriate checks are made and a Permit to Load / Use / Unload is issued appropriately.
- i. Consulting the Temporary Works Co-Ordinator or TW designer where there are concerns regarding suitability or safety in respect of an item of TW. If there are safety concerns all activities associated with an item of TW should be suspended.

CATEGORISATION OF TEMPORARY WORKS

BS5975 recommends that each item of TW is allocated one of four categories to determine the independence of the design checker. These categories may also assist the Temporary Works Co-ordinator and Temporary Works Supervisor in determining the level of site control to be adopted during implementation.

The following extract from BS5975 is provided as guidance:

Category	Scope	Comment	Independence of Checker
0	Restricted to standard solutions only to ensure the site conditions do not conflict with the scope or limitations of the chosen standard solution.	This applies to the use of standard solutions and not the original design which will require both structural calculation and checking to category 1,	Because this is a site issue, the check may be carried out by another member of the site or design team.
1	For simple designs, e.g. formwork, falsework (where top restraint is not assumed), needling and propping to brickwork openings.	Such designs would be undertaken using simple methods of analysis and be in accordance with the relevant standards, supplier's technical literature or other reference publications. Category 2 checks would include design where a considerable degree of interpretation of loading or soils'	The check may be carried out by another member of the design team.
2	On more complex or involved designs for excavations, foundations, structural steelwork connections,		The check may be carried out by an individual not involved in the design and not consulted by the designer.
3	For complex or innovative designs which result in complex sequences of moving and/or construction of either the TW or permanent works.	These designs include unusual designs or where significant departures from standards, novel methods of analysis or considerable exercise of engineering	The check should be carried out by another organisation.

This standard is not intended to be prescriptive in defining a specific category for any particular type of TW. The Temporary Works Co-ordinator should use their experience and judgment to allocate categories appropriately on individual projects.

Significant Temporary Works

All TW shall be classified as "significant" unless they are simple in nature and have negligible risks associated with them.

Examples of TW that would typically not be classified as "significant" include:

- Minor formwork including ground slab edge formwork and minor wall formwork.
- Simple access scaffolds without complex layouts and with simple foundation arrangements.
- Minor battered excavations without attendant risks.
- Standard design solutions for common items.

If there is any doubt about classification, the Temporary Works Co-ordinator should seek clarification from a TW designer.

Standard Solutions (Category 0)

Using the rigorous definition of TW one can see that many items are repetitive and required for many projects, e.g., site hoardings. Rather than design the hoarding for each project it is more cost effective to use a standard design.

Standard designs should be sought for simple items of TW such as:

- Site hoardings
- Traffic management schemes
- Basic access scaffolds
- Mortar silo foundations
- Loading platforms

It should be noted that all standard designs will have some caveats and conditions attached. If the particular site conditions dictate that the design is not applicable to the site then a modified design will be required. For example, a site hoarding may call for ground to be stable and firm, if this is not the case then the design will need to be modified and enhanced to suit. The Temporary Works Co-ordinator will need to judge if the standard design is appropriate and if there is doubt, refer to the TW designer.

DESIGN PROCESS

1. A Design Brief (TW2) must be supplied by the Temporary Works Co-ordinator or Temporary Works Supervisor to the TW designer (who may be a subcontractor or supplier).
2. The TW design must be carried out by or under the supervision of a competent designer and signed off using the Temporary Works Design Certificate (TW3).
3. The TW designer must include on the drawings any sequences of construction and/or dismantling that are fundamental to the design.
4. Every design must be checked by a competent engineer not directly involved in the design and signed off using the Temporary Works Design Check Certificate (TW4). Ideally, this should be the designer of the permanent works.
5. No TW design should be changed without the agreement of the TW designer.

In certain circumstances items of TW may remain in place at the conclusion of the project, for example, permanent formwork or steel sheet piling. Unless the permanent work design documentation specifically states that such items have been designed as support for the permanent works, these items must be considered as TW, even where such items appear to have been designed as part of the permanent works. It is important to establish that the method and sequence of construction do not cause these items to be loaded other than as envisaged by the permanent works designer.

Sub-contractors Designing Temporary Works

The sub-contractor's design must comply with the Management & Control of Temporary Works.

The sub-contractor's design should be checked by an independent engineer using form (TW4) before a Permit to Load / Strike (TW5) is issued.

FORMS

Temporary Works Schedule (TW1)

A Temporary Works Schedule must be identified for each project. This should be produced as early as possible pre-construction.

It should be a “live” document which is reviewed and updated throughout the life of the project initially by nominated person acting as Temporary Works Co-ordinator and subsequently by the Temporary Works Supervisor.

A standard form is used as the Temporary Works Schedule (TW1), an example of which is located in the appendix.

Design Brief (TW2)

The Design Brief defines the purpose of the TW to enable the TW designer to produce a suitable design solution. Where circumstances change on site during the preparation of the design, the Design Brief should be revised and re-issued.

Temporary Works Design Certificate (TW3)

This form accompanies the design of the TW and is signed by the TW Designer. It can include drawings, design details, calculations and specification relating to a TW scheme.

Temporary Works Design Check Certificate (TW4)

This form accompanies the design check for the TW item and is signed by the TW Design Checker. It can include drawings, design details, calculations and specification relating to a temporary works scheme.

Permit to Load / Strike (TW5)

This single permit is used to ensure that TW are not used until they have been inspected for design compliance and are complete. It is also used to ensure that the permanent works are adequately completed to safely enable TW to be removed.

TEMPORARY WORKS DESIGN BRIEF (TW2)

Contract:	
Contract No:	
Temporary Works Co-Ordinator Contact Details	
Temporary Works Supervisor Contact Details	
A1 - Description of the Temporary Works to be designed	
A2 - Relevant drawings of the permanent works and extracts from the specification	
A3 - Details of any hazards or risks associated with the Temporary Works	
A4 - Details of ground conditions and any available site investigation information, any existing or proposed services above or below ground, minimum clearances and protection required	

A5 - Key dates/ constraints for sequence and timing of operations/ concurrent operations

A6 - Technical information on any item of specialist equipment to be incorporated within or upon the Temporary Works

A7 - Additional information

Signed:

Position:

Name:

Date:

To be completed by either the Temporary Works Co-ordinator or Temporary Works Supervisor.

TEMPORARY WORKS DESIGN CERTIFICATE (TW3)

Contract:			
Contract No:			
Temporary Works Co-ordinator Contact Details			
Temporary Works Supervisor Contact Details			
Temporary Works Design Item:			
Design Organisation:			
<p>I certify that reasonable professional skill and care have been used in the design of the above Temporary Works which is described by the drawings below with the objective of ensuring that the design accords with the requirements of the Design Brief (TW2) and relevant codes and standards.</p> <p>Signed</p> <table><thead><tr><th>Name</th><th>Date</th></tr></thead></table> <p>To be signed by the Temporary Works Designer or other person authorised to sign on behalf of the organisation responsible for the design of the temporary works.</p>		Name	Date
Name	Date		
Design Drawings / Calculations / Specifications			
Special Instructions and/ or Residual Risks to be communicated to the Project Team.			

TEMPORARY WORKS DESIGN CHECK CERTIFICATE (TW4)

Contract:	
Contract No:	
Temporary Works Co-ordinator Contact Details	
Temporary Works Supervisor Contact Details	
Temporary Works Design Item:	
Design Checking Organisation:	
<p>I certify that reasonable professional skill and care has been used to check the design of the above Temporary Works as described by the drawings below with the objective of ensuring that the design accords with the Design Brief (TW2) and relevant codes and standards.</p> <p>I confirm that the design of the above temporary works was checked independently of the person who produced the original</p> <p>design. Signed</p> <p>Name Date</p> <p>To be signed by the Temporary Works Design Checker or other person authorised to sign on behalf of the organisation responsible for checking the design of the above temporary works.</p>	
Design Drawings / Calculations / Specifications	
Comments by TW Design Checker	

PERMIT TO LOAD/STRIKE (TW5)

Contract:	
Contract No:	
Temporary Works Co-ordinator Contact Details	
Temporary Works Supervisor Contact Details	
Temporary Works Design Item:	

At each stage the temporary works should be checked for the following:	Installed	
The works are constructed as detailed		
The materials are as specified		
The workmanship is to the standard required		
Site conditions (ground, water, etc.) are as assumed in the design		
Method of use and loading are as assumed in the design		

Permit to Load		
The temporary works may be loaded and used as follows.	TWC/TWS Signature	Date

Permit to Strike		
The temporary works may be unloaded as follows.	TWC/TWS Signature	Date

Temporary Works Procedure

