



SOS Safety Consultancy Group Ltd

Health and Safety Policy

Anglo House
Worcester Road
Stourport on Severn
Worcestershire
DY13 9AW

Teressa Brimm Grad IOSH, MCMI, MIIRSM (Company Secretary/H & S Manager)
Simon Hayler (Lifting Specialist Consultant) Telephone: 07979 866449
Email: info@sosconsultancy.co.uk
Website: www.sosconsultancy.co.uk

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Document Version

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Document Summary

We recognise the hazards and the risks our workforce and others are exposed to because of our work. Our health and safety management system provides us with the means to manage health and safety throughout our operations in an efficient and effective way.

This policy document contains our plans, procedures, organisation, working and monitoring arrangements and under this policy the company implements other health and safety documentation such as risk assessments, method statements and COSHH assessments.

General Statement of Health and Safety Policy

In this section we state our objectives for, and commitment to, managing health and safety. We also describe our general health and safety arrangements and indicate how the policy will be implemented.

Organisation and Responsibilities

To ensure that we are all aware of the duties that we must create and maintain a safe working environment, this section outlines our organisational structure for managing health and safety. Responsibilities are assigned to all levels of management and the individual responsibilities of all employees are described.

Arrangements

In this section we outline the arrangements that we will use to implement statutory requirements and to achieve the objectives of our policies.

Monitoring, Checking and Recording

We have records for our monitoring checks, training and other master documents and completed forms required by our policies and procedures. These and the other completed records are our proof that we have been diligent in carrying out our policy and complying with legal requirements.

Document Control

The issue status of our policy is identified on the document issue page at the front of the policy. When updates or changes are required, each change is recorded in the Amendment Record found at the front of the policy.

The date on the Policy Statement reflects the date the policy was last reviewed.

Review of The Policy

A formal review of the policy will take place every 12 months.

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SECTION 1

POLICY STATEMENT

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Policy Implementation

This policy will be implemented over all business activities and annually reviewed, with any amendments communicated to all employees. Health and Safety will be considered in accordance with the Health and Safety Policy when planning all business activities.

The policy will be supported by health and safety systems and plans incorporated into a Health and Safety Management Framework to ensure that we meet our corporate responsibility and achieve high standards and create a safe working environment for all employees and clients.

Management will ensure that all employees will be provided with suitable and sufficient information, instruction, training, and supervision to comply with the company Health and Safety policy and carry out their work activities safely.

Every employee has a level of responsibility for Health and Safety. We expect these responsibilities to be taken seriously to enable us to achieve our objective of preventing injury and damage to health.

Our health and safety policy will be implemented by:

1. Taking health and safety into account when planning all business activities
2. Providing and maintaining equipment and systems of work that are carefully designed and monitored.
3. Ensuring that optimum safety standards are complied with when using, handling, storing, and transporting articles and substances
4. Ensuring that employees are provided with suitable and sufficient information, instruction, training and, where necessary, supervision to enable them to work safely.
5. Ensuring that high standards of housekeeping are maintained throughout all our sites and in sites where we are working and that means of access and egress are safe.
6. Ensuring that, where its use is identified by risk assessment, personal protective equipment (PPE) is provided and used.
7. Ensuring that specific arrangements are entered into when engaging contractors and subcontractors so that our policies are adhered to by them.
8. Ensuring that adequate arrangements and facilities for welfare and first aid are provided.
9. Ensuring that all employees, subcontractors, and clients comply with relevant legislation and co-operate with those responsible for enforcing it.
10. Maintaining a system for the recording and investigation of all incidents.
11. Ensuring that the responsibilities of employees and clients regarding health and safety are specified clearly in writing.

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Policy Statement

It is our policy to ensure the health and safety of our employees and anyone else that may be affected by our work activities. The minimum standard we will adopt will be compliance with legal requirements and approved codes of practice, and we aim to achieve best practice. We will assess the risks from our work activities and will operate according to the procedures that best promote health and safety at work.

We accept our responsibilities for health and safety and are committed to giving health and safety equal importance with other business matters. We will ensure that the resources necessary to achieve the objectives of this policy are made available.

We look for the co-operation of all employees, subcontractors, and clients to enable us to fulfil our legal duties and the objectives of this policy. It is the duty of everyone involved with the company, both permanently and temporarily, to follow standards and procedures, as high performance can only be achieved through the continued commitment of all employees. We believe health and safety is a personal as well as a corporate priority.

To help achieve our objective of preventing injuries and damage to health, we look to establish and maintain practices that enable work to be performed safely and create a safe working environment for all staff and clients. We require all who carry out work on behalf of and/or under instructions from us, to adopt a similar view regarding safety, health, and the environment and to take the actions needed to achieve the objective. We are committed to promoting and maintaining safe working practices and achieving high health and safety standards on projects under our control.

Plant, machines, and equipment that enable tasks to be carried out safely will be provided and will be maintained to ensure their safe operation. Any training and instruction necessary to work safely will also be provided. Where exposure to hazards cannot be prevented by any other means, appropriate personal protective equipment will be provided and instruction in its use and maintenance given. Plant, materials, and equipment will be stored in a safe manner. Safe access to and egress from our premises will be maintained, to protect all users of the premises. Suitable facilities for welfare at work will be provided and maintained, as will arrangements to obtain first aid.

The Director will oversee an annual review of this policy and associated procedures to ensure their continued effectiveness. Where necessary to ensure legal compliance and promote continuous improvement, the policy and associated procedures will be amended. Any amendments will be brought to the attention of all persons that need to know.

Name:	Samuel Hayler
Signature:	
Position:	Director
Date:	01.04.2022

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SECTION 2

RESPONSIBILITIES

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Director (Day to day delegated to Teresa Brimm)

Responsibilities include:

1. Having responsibility for the implementation of our General Policy on Health and Safety.
2. Having a good understanding of the Regulations and guidance which governs our activities.
3. Periodically (annually) reviewing safety performance.
4. Ensuring that adequate resources including finance are allocated to maintain all work equipment, both in premises and on sites, in a safe and serviceable condition.
5. Giving backing to the identified training schedule and assisting in monitoring the results of training.
6. Ensuring allocated budgets are sufficient for safety requirements.
7. Ensuring the necessary insurance covers are in place.
8. Ensuring quotations are priced to allow safe methods and systems of work
9. Providing instruction in new, unforeseen, or unusual circumstances not covered by this policy.
10. Disciplining any member of staff for failing to discharge safety responsibilities satisfactorily, or for breaches of safety rules.
11. Reviewing the Health and Safety Policy and communicating any changes to Employees and other stakeholders.
12. Ensuring staff are adequately trained in proper and safe working methods and are fully aware of any hazards.
13. Identifying training requirements of individuals and reporting this.
14. Completing accident reports for all accidents involving injury, damage, or lost time.
Ensuring all SOS Safety Consultancy Group Ltd RIDDOR related events are reported as soon as possible, immediately if deemed as 'Major' or 'Dangerous Occurrences'.
15. Ensuring all safety rules are observed and PPE is worn or used when appropriate.
16. Ensuring all employees are aware of the fire procedures and first aid facilities.
17. Seeking to develop safe practices and encourage suggestions from employees.
18. Ensuring new employees learn to take safety precautions.
19. Ensuring all safety devices are fitted, properly adjusted, and maintained
20. Ensuring all hazardous defects in the workplace are reported and subsequently rectified.
21. Maintaining good housekeeping standards.
22. Setting a personal example.

The Director will monitor:

- The effectiveness of this policy
- The budget allowed for in quotations for safe working systems
- Compliance with Regulations and other approved guidance
- Overall safety performance of client sites
- Overall safety performance of subcontractors engaged
- The effectiveness of all training provided
- The effectiveness of communication channels
- Achievement of H&S standards and targets set out in safety plans and policies

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Clients Site Managers

Responsibilities include:

1. Having a good understanding of the Health and Safety Policy.
2. Having a good understanding of the Construction (Design and Management) Regulations and other Regulations which are relevant to site work
3. Liaising with the Director and others to ensure that high standards of Health Safety and Welfare are maintained.
4. Carrying out comprehensive site inductions for operatives on site
5. Ensuring that all employees and sub-contractors under control are adequately trained in the tasks they must perform and the work equipment they are expected to use
6. Ensuring the competence of all employees and subcontractors by requesting certificates where appropriate.
7. Consulting with employees and subcontractors with respect to Health and Safety to ensure co-operation and co-ordination of work activities and the maintenance of the highest standards of health safety and welfare.
8. Providing subcontractors with information relevant to their health safety and welfare (and that of their employees). Such information may include drawing, plans, etc
9. Advising the Director of all incidents or breaches of Regulations which may occur
10. Ensuring that all accidents or dangerous occurrences are reported to our Director and if appropriate to the HSE under RIDDOR
11. Maintaining site accident records, ensuring they are data protected and available for inspection by persons having a right to examine them.
12. Ensuring that fire-fighting equipment provided remains in its position, receives examination at least annually and that all routes to escape from site areas are free from obstruction.
13. Ensuring that site operatives are provided with and wear the appropriate personal protective clothing and equipment as determined by risk assessment and demanded by safe systems of work and site rules.
14. Maintaining safe traffic routes and roadways.
15. Enforcing the correct use of such roads, walkways, and crossings.
16. Ensuring that welfare facilities, provided by the client, are suitably maintained
17. Regularly inspecting the contents of the first aid box, in any event following its use, to ensure it is correctly stocked.
18. Ensuring that all employees and sub-contractors comply with safe systems of work.
19. Ensuring that all employees and sub-contractors use the safety equipment provided or required by legislation.
20. Ensuring that all employees and sub-contractors are aware of the emergency procedures covering first aid, fire etc.
21. Ensuring that all plant in use on site is properly maintained and records of maintenance held.
22. Ensuring that all employees and sub-contractors make correct use of the guards provided on all machinery.
23. Ensuring that all portable electrical equipment on site is maintained and records held.
24. Ensuring that the significant findings of COSHH assessments are made known to those persons who will use, store, and handle hazardous substances.
25. Ensuring that all hazardous substances are controlled, stored, and handled correctly, in accordance with supplier/manufacturer's instructions and controls imposed by our COSHH assessments.
26. Ensuring that they and others apply the principles of prevention to reduce risk when carrying out their duties.
27. Ensuring that Site Security procedures are adequate to prevent unauthorised access to the site at any time.

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28. Ensuring that all lifting equipment and accessories in use on site is properly maintained and records of thorough examination held under LOLER (Including cranes).
29. Ensuring that all Work at Height is carefully planned and controlled.
30. Ensuring that Asbestos Containing Materials are identified, operatives on site are made aware and appropriate action is taken to minimise the risk of exposure

Clients Site Managers will monitor:

- The adequacy of office/welfare facilities, ensuring facilities provided by clients are not abused.
- That all electrical equipment used on site is properly maintained and that hired plant and equipment is fit for purpose and complies with statutory legislation/
- The fire, emergency evacuation and first aid arrangements and their adequacy for the site.
- The standard of housekeeping of employees and subcontractors.
- The effectiveness of site security and arrangements to prevent unauthorised access.
- The safe use, storage, handling and control of all hazardous substances on site.
- The level of site safety awareness given to all employees.
- The competence of site personnel and whether they comply with agreed safe systems of work.
- The precautions taken during specific activities (e.g., work at height, excavations etc) and compliance with method statements and safe systems of work.
- Accidents and dangerous occurrences to ensure they are investigated and reported.

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SOS Employees, Clients Employees/Operatives

Responsibilities include:

1. Being familiar with the Safety Policy and always implementing it.
2. Complying with any risk assessments which have been undertaken.
3. Operating only items of plant and equipment for which you have been trained, deemed competent and authorised to use.
4. Reporting any industrial injury, industrial disease, or any incidents which could result in personal injury or property damage, to the Director, Manager or Clients Site Manager.
5. Ensuring that all accidents, near miss incidents and cases of ill health are adequately reported, recorded, and investigated as detailed in the Accident and Incident Reporting Procedure.
6. Ensuring that you are aware of the fire procedures and first aid facilities
7. Developing a concern for safety personally and for others, particularly new employees.
8. Avoiding improvisation
9. Suggesting ways of eliminating hazards
10. Co-operating with us in maintaining a safe working environment and making your contribution to reducing accidents.
11. Taking care of property entrusted to you, refraining from horseplay, working under the influence of drink and non-prescription drugs, the abuse of welfare facilities and the misuse of equipment.
12. Keeping tools and equipment in good condition.
13. Reporting to your line manager any defects in plant or equipment. Ensuring that plant and equipment is in a safe and secure state when unattended.
14. Obeying our safety rules
15. Will ensure they are inducted as required prior to undertaking any operations on site.
16. Wear PPE appropriate to the operation. At least the minimum level of PPE, as directed by the relevant Method Statements and the Site Manager.

All operatives will monitor:

- The state and condition of the work equipment that they are using.
- Their housekeeping within the area which they are working.
- The state and condition of PPE they have been issued
- Their work area and inform the site manager of anything they believe to be hazardous.

Individual Responsibilities

We take seriously the health, safety, and welfare of all our employees and clients and anyone that could be affected by our work activities. We have set high standards which are described in our policies, procedures, and safe systems of work. These standards will not be achieved easily but we are committed to providing the resources necessary to do so. Achieving the standards we have set for ourselves requires the co-operation of all employees and clients.

Clients who authorise work to be carried out must ensure that those that will be doing the work are sufficiently trained, instructed and informed to enable them to do so safely and to avoid risks to their health. Where necessary, you will need to provide supervision, particularly in the case of young and inexperienced workers. You should regularly carry out safety inspections of the working environment under your control to maintain standards.

All employees and clients must follow the arrangements described in our policies, procedures, and safe systems of work. You should only operate vehicles, plant, and equipment that you are trained and authorised to use, ensuring that all guards and safety devices are in place and working and using any personal protective equipment (PPE) you have been instructed to use. We may

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want you to be involved in our risk assessment programme. If so, we would ask you to co-operate with those leading the process.

We would remind you that employees have duties under Sections 7 and 8 of the Health and Safety at Work Act to:

- take reasonable care of their own health and safety and that of anyone affected by what they do.
- co-operate with their employer to enable them to comply with their statutory duties
- refrain from intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety, and welfare

Failure to comply with your legal duties could result in the enforcing authority taking action against you.

Organisation

The effectiveness of the Health and Safety Policy is dependent on the people who are responsible for ensuring that all aspects of work are carried out with due consideration for safety and with minimum risk to health. Ultimate responsibility lies with the Director, but specific duties are delegated to others according to their experience and training. Directors and management, both individually and collectively, will ensure that this policy is applied throughout the whole company and that those employed by the company are kept fully informed of its content.

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. To assist the company in fulfilling its duties and obligations, an in-house competent person will be appointed to provide health and safety advice and assistance to the Director.

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SECTION 3

ARRANGEMENTS

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Management Arrangements

Accident and Incident Reporting Procedure

We accept our duty under the Reporting of Injuries, Diseases and Occurrences Regulations (RIDDOR) to report certain injuries and incidents to the enforcing authority. The purpose of this procedure is to ensure that this duty is fulfilled and that all accidents are investigated.

Incident Recording

Any person injured during the course of their work should record the injury.

If you are injured when travelling between sites, the injury should be recorded in our Accident Book, which is kept with the Director. The completed page of the book should then be removed and given to the H & S Manager, who is responsible for ensuring that completed reports are kept secure. The injured person may take a copy of the page from the Accident Book if they wish.

If you are injured while working on a site, ensure that it is recorded in the site Accident Book. You should then ensure that it is recorded in our Accident Book, as above.

Accident Investigation

The Director is responsible for investigating all accidents. Incidents will be investigated by completing a copy of the Accident/Incident Report Form and measures necessary to prevent recurrence will be identified. This task may be delegated to members of management.

Reports to the Enforcing Authority

The Client Site Manager is responsible for reporting to the Incident Contact Centre (ICC) any injury, disease or dangerous occurrence covered by RIDDOR. If they are not sure whether an incident should be reported, they will contact the Director for advice.

It is our policy that verbal communication regarding any accident is expressly forbidden. Any request for information by pertinent and relevant parties must be addressed to the Policy Holder in writing who will make our official response. This statement relates to both reportable and non-reportable accidents/ incidents. When an accident or dangerous occurrence takes place, it will fall into one of the following categories:

1. Minor accident to employee:
 - ensure details have been entered in the accident book
 - complete internal report form and send to the Director
 - If the injured employee is admitted to hospital and is an in-patient for more than twenty-four hours, the accident becomes specified as major injury and must be notified as described under that category below.
2. Minor accident to others:
 - Complete the accident book and accident report form as detailed above.
 - Inform the persons workplace and notify his employer.

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3. Major injury:
- Halt works on the site immediately
 - Complete the accident book
 - Inform Director with overall responsibility for health and safety who will notify HSE and obtain written reports from all persons on site.
 - Comply with requirements of RIDDOR (Reporting of Injuries, Disease, And Dangerous Occurrence)
 - A record must be kept by employers of all noticeable diseases.
 - Where an employee has suffered an injury as a result of a noticeable accident or dangerous occurrence which is the cause of health problems within one year of the date of the incident, the employer shall inform the enforcing authority in writing as soon as it comes to their knowledge.

The following injuries are reportable:

DEATH or MAJOR INJURY

Major injuries include:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system, or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

These should be notified to the HSE at the earliest opportunity by telephone for death, via the online notification system for major injuries.

OVER 7 DAY INJURY

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

MEMBERS OF THE PUBLIC

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

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REPORTABLE DANGEROUS OCCURRENCES

Those most relevant to include:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- explosion, collapse or bursting of any closed vessel or associated pipe work
- failure of any freight container in any of its load-bearing parts
- plant or equipment coming into contact with overhead power lines
- electrical short circuit or overload causing fire or explosion
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion
- accidental release of biological agent likely to cause severe human illness
- malfunction of breathing apparatus while in use or during testing immediately before use
- collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall
- unintended collapse of any building or structure under construction, alteration, or demolition where over five tonnes of material falls a wall or floor in a place of work any false work
- Accidental release of any substance which may damage health

REPORTABLE DISEASES

If a doctor notifies the employer that an employee is or has been suffering from a work-related disease, then the employer must notify the HSE at the earliest opportunity after diagnosis has been confirmed.

Examples of diseases that must be reported are:

- carpal tunnel syndrome
- severe cramp of the hand or forearm
- occupational dermatitis
- hand-arm vibration syndrome
- occupational asthma
- tendonitis or tenosynovitis of the hand or forearm
- any occupational cancer
- any disease attributed to an occupational exposure to a biological agent

INVESTIGATION

It is our policy to investigate all accidents, dangerous occurrences and near misses. Whether the consequence of an incident is serious injury, minor injury or no injury at all, lessons can be learnt to prevent the same sequence of events reoccurring. The implementation of corrective action to a near miss incident can therefore prevent a repeat of the incident that may have more serious consequences in the future.

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Consultation

We accept our duty to consult our workforce on health and safety matters, particularly regarding:

- Any measures that may substantially affect your health and safety
- Our arrangements for obtaining the assistance of a competent person to help us manage health and safety
- Information about risks to your health and safety and preventative measures
- The planning and organisation of any health and safety training that you will need to work safely
- The health and safety consequences of the introduction of new technologies into the workplace

Open Door Policy

Management at all levels are encouraged to adopt an open-door policy on any matter regarding Health and Safety. Employees are encouraged to voice concerns and to take positive actions to prevent unsafe acts or conditions occurring.

It is hoped that by senior management showing clear and visible commitment to Health and Safety other employees will regard it with the same importance, thus creating a positive Safety ethos throughout the company.

Safety Alerts

Safety alerts are regularly issued on Health and Safety related topics. They are prepared with a view to keeping employees and clients abreast of changes in Health and Safety legislation, changes in company policy or details of recent accident, incidents or HSE campaigns etc.

Training

All levels of training are used as a forum for discussing Health and Safety matters. On site induction training and toolbox talks are used to convey the safety message on site, while regular safety update training offers an ideal opportunity to exchange views.

Information

Employees are provided with such information as is necessary to enable full participation in health and safety consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These may include, but will not be limited to, the following:

- Conversations with individuals
- Staff meetings/team meetings
- Information displayed on notice boards
- Letters attached to payslips

We encourage all employees to take an active interest in health and safety matters and welcome positive suggestions for improvement. If employees would like to raise a matter for discussion this should be brought to the attention of the Director.

Display Screen Equipment

The term 'display screen equipment' (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used i.e., the desk, work surface, chair, input devices, software, printer, and document holder.

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The risk posed to staff using DSE shall be assessed and controlled in accordance with health and safety regulations particularly DSE specific regulations. This includes staff working from home and when using DSE equipment on site. The aim of such assessments is to prevent work related upper limb disorders (WRULD), lower back problems, eye strain, stress, and repetitive strain injury (RSI).

All workstations are subject to a DSE assessment, this should be carried out by a competent person and the findings of the assessment shall be communicated to those affected. We recommend that if you use DSE for long periods, you break up the time spent working with DSE by working away from the screen for 70 minutes after 60 minutes of continuous use. If you experience visual difficulties, headaches or pains in the upper limbs or shoulders when working with DSE you should bring this to the attention of the Director.

Driving Company Vehicles

To ensure the safety of drivers of company vehicles and others that could be affected using vehicles we will operate the following procedures:

- The Director is responsible for ensuring that all company vehicles are suitable for their intended purpose.
- All company vehicles will be serviced according to manufacturers' recommendations and service logbooks will be maintained.
- The Director will ensure that, where required, vehicles hold a current MOT test certificate and are presented for testing as legally required.
- The driver is responsible for ensuring that a weekly vehicle check sheet is completed for each vehicle under their control.
- The Director is responsible for ensuring that company vehicles are driven only by persons holding a current, full licence for the type of vehicle and who have been authorised to do so.
- Before being allowed to drive a company vehicle, an employee will be required to present his/her driving licence for inspection. Thereafter, driving licences will be inspected annually.
- We do not expect employees to take risks when driving. Journeys should be planned, allowing sufficient time to drive within speed limits and according to traffic conditions.
- Some prescription drugs and medicines carry a warning to persons taking them that they should not operate machinery or drive vehicles. Any driver prescribed such medication must inform the company immediately and must not drive until they have been declared medically fit.
- Drivers are instructed to always obey the Highway Code.
- Drivers are instructed NOT to use a mobile phone while driving, unless it is hands-free, but where possible pull over in a safe parking place before using a mobile phone with the engine off and keys removed from the ignition.
- The employee is responsible for paying any fines for driving or parking offences committed while he/she is in charge of a company vehicle.
- Any driver of a company vehicle must inform the company about any prosecution for a driving offence.
- Drivers are advised that on the morning following a night of heavy drinking their blood alcohol level may be above the legal limit. If a driver has been heavy drinking the night before then they should not drive the following day.

Driving a company vehicle without authorisation or whilst under the influence of alcohol or illegal drugs are serious breaches of our health and safety rules. They will be considered as gross misconduct, which could lead to summary dismissal.

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Hazard Reporting

We operate a hazard reporting system the purposes of which are to:

- Stimulate our employees' interest and involvement in health and safety matters.
- Encourage employees to identify hazards and unsafe conditions in their work areas so that action can be taken to prevent incidents.
- Maintain written records of actions taken to eliminate hazards and unsafe conditions.
- Assist with monitoring the effectiveness of our procedures for managing health and safety.

Any employee or client who observes a hazard or unsafe condition that they are not able to take action to remove should record the details on a near miss form. Forms should be handed to the site manager or Director.

Where a site manager or employee can take action to remove a hazard or unsafe condition, he/she will do so and update the near miss form, which will then be forwarded to the Director. Where a site manager or employee is not able to take suitable action, the form will be sent to the Director for action. The Director will complete the remainder of the form when suitable action has been taken. When suitable actions have been taken and the hazard or unsafe condition removed, the completed form will be returned to the originator, with a copy being kept by the Director.

Method Statements

It is our intention to prevent injuries and ill health to clients, employees and others affected by our activities. To do this we recognise that we must adopt safe systems of work. Therefore, assessments will be carried out to identify risks (see Risk Assessment Procedure). Based on these, safe systems of work will be prepared and used. The safe systems of work to be used on a particular site will be communicated to employees and Clients using written Method Statements. Each Method Statement will include, but will not be limited to, the following information:

- Name of site
- Name of Client and Site Contact
- Location of work
- Details of work, including work sequence
- Any special controls to be used
- Supervisory arrangements
- Competence of those carrying out the work
- Emergency Procedures
- First aid arrangements
- Special personal protective equipment to be used
- List of plant, equipment, and authorised users
- Method of agreeing variations from an original Method Statement, if necessary
- Signature of the person preparing the Method Statement and date
- Signature of the person/s receiving the Method Statement and date

RESPONSIBILITIES

Responsibilities for writing Method Statements for work carried out by us are identified in the organisation and responsibilities section of this Policy. Client site supervisors are responsible for bringing any significant findings of Method Statements to the attention of the persons concerned and for ensuring that procedures described in Method Statements are followed. All employees and subcontractors are required to follow the Method Statements for the work they are carrying out.

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Mobile Phones

The use of mobile phones by operatives on a construction site can be a significant distraction. People involved in telephone conversations or sending text messages etc. are at a greater risk of injury on site as they are not able to fully appreciate what is happening around them. As a rule, the use of mobile phones will therefore not be permitted on site, outside of the site office and welfare facilities.

In low-risk areas away from traffic movements, plant and machinery and work at height etc, Site Management may choose to designate safe areas where they deem it safe for persons to use phones. These 'phone zones ' may only be formed if the Site Manager can demonstrate that a suitable risk assessment has been carried out.

The main hazards of using phones on site are:

- Distraction to machine and plant operators.
- Distraction to people working at height or climbing ladders.
- Lack of concentration when using safety equipment.
- Distraction to people walking across the site.
- Lack of awareness of things happening around you.
- Danger of stepping out in front of a machine.
- Distracts the user from observing and adhering to warning.

Disciplinary action will be taken against persons using phones where they are putting themselves or others at risk.

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Near Miss Reporting

PURPOSE

The purpose of this policy is to provide a method for reporting 'near miss' incidents. The investigation of such incidents can help to implement procedures or control measures which will prevent a recurrence of the incident and therefore prevent potential accidents. Often the difference between a near miss and an accident resulting in injury is minimal a slight difference in timing, location, or personnel.

DEFINITIONS

A 'near miss' is an unplanned event that did not result in injury, illness, damage or product loss - but had the potential to do so.

An 'accident' is an unplanned uncontrolled event that has led to injury, illness, damage, or some other loss to the company.

RESPONSIBILITIES

All staff must report 'near miss' incidents as soon as practical following the incident.

The near miss report form available from the Director should be used to report the incident. As much detail as possible should be provided to ensure a thorough investigation can be carried out. When complete the form must be returned to the Director.

RECORDS

Completed forms will be retained for a period of three years.

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Working from Home

LIGHTING

Sufficient lighting, either natural or artificial, shall be provided to enable tasks to be completed safely. Windows shall be regularly cleaned, and light fittings maintained at regular intervals.

ACCESS AND EGRESS

Home offices shall be laid out in the most appropriate way ensuring that each person has sufficient space and that they keep passageways free from obstructions. Electrical cables shall be positioned where tripping hazards are avoided.

DISPLAY SCREEN EQUIPMENT

Refer to section on Display Screen Equipment (DSE).

ELECTRICAL EQUIPMENT

Never tamper with electrical equipment or attempt to make repairs. Report electrical faults to the Director immediately, so timely repairs can be carried out by a competent person. Employees should regularly inspect electrical equipment and Portable Appliance Testing will be carried out as per HSE schedule guidance.

SEATING

Suitable seats shall be provided for sedentary workers and seats for typists and display screen users shall be fully adjustable to ensure comfortable postures. Footrests will be provided where necessary.

WELFARE AND FIRST AID

Sufficient first aid equipment under the control of a trained first aider or appointed person shall be available. Adequate washing and toilet facilities shall be available and there shall be means provided for making hot drinks and taking refreshments. A reasonable temperature shall be able to be maintained throughout the working day.

LIFTING AND CARRYING

The need to lift and carry heavy or awkward objects shall be avoided. Loads shall be broken down to the smallest unit practicable for carrying. Ensure your intended travel route is clear of obstructions.

Plan the lift - consider picking up, resting, and putting down.

If the load is within your capability remember the following points when manual handling:

- Keep your feet slightly apart - about shoulder width, with one foot in front of the other
- Keep your back straight and bend your knees
- Ensure you have a firm grip, holding the item close to the body
- Use your legs - not your back to straighten up
- If you need to change direction, turn your whole body, avoid twisting or stretching
- Make sure you can see where you are going and be careful not to trap your fingers when lowering the load

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HOUSEKEEPING

Keep your work area tidy by removing unwanted waste regularly. Coil up cables when not in use. Clean up spills immediately.

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Rules Covering Gross Misconduct

Employees will be liable to summary dismissal if you are found to have acted in any of the following ways:

- a gross breach of the preceding safety rules.
- unauthorised removal of any item of first aid equipment.
- wilful damage to, misuse of, or interference with, any item provided in the interests of health and safety or welfare at work.
- unauthorised removal or defacing of any label, sign, or warning device
- smoking in any designated 'No Smoking' area.
- horseplay that could cause accidents.
- false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- non-compliance with any controls provided in the pursuit of safety.
- failure to comply with risk assessment requirements.

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Permits to Work

The Director has identified that certain high-risk activities require additional controls to ensure that dangerous situations are avoided. For any such high-risk activity a Permit to Work must be obtained from the Site Manager. It is the responsibility of the person engaging contractors to work on the site to advise the contractor about types of work for which a Permit to Work will be required.

TYPES OF WORK REQUIRING A PERMIT

A Permit to Work is required for the following:

- Hot Work
- Confined Space Entry
- Electrical Work
- Work at Height/ Roof Work

Persons engaged in any of the above will not be allowed to commence work until they are in possession of a signed permit appropriate to the type of work.

HOTWORK

A Hot Work Permit is required for the following:

- oxy-acetylene or oxy-propane cutting
- all types of welding
- brazing/soldering
- propane or butane gas/aerosol torches
- any grinding equipment in areas where highly flammable liquids or vapours may be present
- use of electrically powered hammers, drills, saws and lights and pneumatic drills/hammers where highly flammable liquids or vapours may be present
- any other operation producing heat, sparks, or flames where there is a risk of fire or explosion

CONFINED SPACES

A confined space entry permit is required for work in any vat, tower, tank, flue, pipe, duct, pit, or similar place, open or closed, where there is likely to be risk of:

- a dangerous or toxic liquid, gas, fume, vapour, dust
- a deficiency of oxygen
- a fire or explosion
- or whereby it is difficult to evacuate an injured person from the work area

ELECTRICAL WORK

All work on electrical installations is subject to control by a Permit to Work, irrespective of the voltage concerned. All work must be carried out by:

- a professional, qualified electrical engineer
- a contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC)
- a member of the Electrical Contractors Association (ECA)

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WORK AT HEIGHT/ ROOF WORK

A Work at Height Permit is required for the following:

- roof access, roof work or work on a fragile roof
- window cleaning above the ground floor
- any construction or maintenance work where there is a risk of injury from falling
- working above plant, processes, persons, or vehicles

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Personal Protective Equipment

The need to wear or use personal protective equipment shall be assessed at each workplace or site, and for each operation. Where it is not reasonably practicable to control exposure to hazards by any other means, we will provide employees with suitable PPE free of charge. On site the Client will be responsible for providing their own employees with PPE free of charge.

We will determine where, when and what PPE needs to be used when we conduct risk assessments. We will also identify any standards that apply to the PPE that you will need to use. Items of PPE will be selected to be compatible and, wherever possible, you will be consulted during the selection process. Where the protection of your health relies on the use of respiratory protective equipment (RPE) with a tight-fitting face mask, we will arrange for a face-fit test to be carried out by a competent person.

If you are required to use PPE, we will ensure that you are instructed in its use, maintenance, and storage and, where necessary, that you are provided with written information. You will also be told how you can obtain replacements. PPE damaged through natural wear and tear will be replaced free of charge. You will be charged for equipment damaged through negligence or loss.

If you experience problems using PPE, you should bring this to our attention immediately.

Failure to wear PPE as identified in risk assessments or as instructed by us is a serious breach of our health and safety rules. It will be considered as gross misconduct, which could lead to summary dismissal.

The Company provides to its employees any necessary protective clothing and equipment, this must be worn at all appropriate times. Failure to comply will lead to disciplinary action and ultimately could result in dismissal. Above of the safety clothing and equipment provided is also a disciplinary offence and a breach of Section 8 of the Health and Safety at Work Act which states that employees shall not interfere with health and safety measures provided by the employer.

The Company identifies PPE as a last line of defence and actively looks to reduce the risk to employees through assessing the hazards present and implementing control measures to eliminate risk where possible. As a minimum, operatives are expected to wear safety boots, safety helmet and high visibility clothing on site at all times.

Management must:

- Identify the PPE required for the activity undertaken
- Identify if the user requires a toolbox talk or other training before undertaking the work
- Ensure the PPE has a CE mark and is in good condition
- Ensure employees wear the PPE provided and take disciplinary action against repeat offenders
- Ensure PPE is maintained and stored correctly

Employees must:

- Wear all PPE provided
- Report any defects or damage to PPE
- Ensure PPE is stored correctly when not in use
- Ensure PPE is work correctly and seek advice if in doubt
- Ensure different PPE items are compatible and approach the site manager if PPE is uncomfortable

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Protecting the Public

GENERAL STATEMENT

We acknowledge and accept our duty under Section 3 of the Health and Safety at Work Act and other subordinate regulations to take reasonably practicable or practicable steps to ensure the health and safety of persons who are not in our employ, such as members of the public.

ARRANGEMENTS

We will plan, provide, and maintain suitable perimeters and barriers at locations where it is necessary to separate the public and others from the work, based on risk assessment principles.

We will ensure access is controlled, based on risk assessment principles. We will ensure specific hazards and risks are controlled. We will discuss with the client and take appropriate precautions where there are selected groups or persons which need special attention such as:

- people with disabilities
- children

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Risk Assessments

We accept our duty under the current edition of the Management of Health and Safety at Work Regulations to carry out risk assessments for all work activities. We recognise that the purpose of risk assessment is to identify significant hazards to ensure that risks are eliminated or reduced to the lowest reasonably practicable level.

Any task or operation shall be subject to a risk assessment being undertaken before works commence. Where a foreseeable risk is identified the Site Manager must ensure that a more formal risk assessment is undertaken, and the results of that assessment recorded.

Our aim is to:

- identify significant hazards to health and safety.
- identify all persons at risk from the hazards identified.
- ensure that controls are sufficient to reduce risks to acceptable levels.
- where necessary to ensure that risks are controlled adequately, action further controls.
- review risk assessments every 12 months or sooner if the task has changed or there is any reason to suspect that an assessment is no longer valid.
- record an individual risk assessment for each young person (16 -18 years of age) employed.
- record an individual risk assessment for any employee that informs us that she is pregnant. An initial assessment will be recorded when we are informed. This will be reviewed monthly throughout the pregnancy and any period while she is breast feeding after return to work.
- obtain risk assessments from subcontractors engaged to work on our behalf and approve them before allowing work to commence

Responsibilities for undertaking risk assessments are identified in the organisation and responsibilities section of this Policy. From these risk assessments, safe systems of work will, where appropriate, be developed.

Managers and Site Supervisors are responsible for bringing the significant findings of risk assessments to the attention of persons concerned.

Employees are responsible for using the controls described in the risk assessments for tasks that you carry out.

SUBCONTRACT ARRANGEMENTS

Sub-contractors shall be required to provide their own risk assessments (and/or method statements) covering their aspects of work. These assessments must be reviewed by site management teams before works begin. Elements of general and specific risk assessments which affect other contractors or subcontractors on a project shall be communicated to them via site inductions or some other suitable means.

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Site Rules

GENERAL

The issued PPE must be always worn as appropriate. Horseplay is strictly forbidden. The smoking policy must be adhered to.

You must follow any instructions from us concerning health and safety. Concerns regarding health and safety are to be directed to the Site Manager

Site welfare facilities must be maintained in a clean and tidy condition. The site must be maintained in good order. Equipment provided in the interests of health, safety and welfare must not be interfered with or removed from site. Site rules must be complied with.

EMERGENCY PROCEDURES

Familiarise yourself with the procedure for dealing with the emergency services. Always respond quickly to alarms and other emergency signals.

Keep escapes routes clear.

If you evacuate the premises, follow the correct procedure, and assemble at the designated area.

ENVIRONMENT

Make sure chemicals and other harmful substances are not stored next to drains. Always place chemicals and other harmful substances in the appropriate storage areas. Do not discharge chemicals or other harmful substances down drains, sinks or toilets. Always follow the correct disposal procedure.

Do not tamper with or open discharge valves on tanks or vessels containing harmful substances unless you are authorised to conduct this task. Where discharge valves have been locked in the closed position to avoid accidental discharge, make sure the locks remain in position.

FALLS FROM HEIGHT

Ladders:

- Check the ladder is in good condition before use. Look out for cracked or split stiles and missing, loose, or broken rungs.
- Make sure the ladder is set on a firm base at an angle of 75°.
- Always check that the top of the ladder is resting on a firm surface. Get someone to foot the bottom of the ladder until you have secured the top.
- Make sure the ladder height above any landing is at least 1 metre.
- Check your footwear is in good condition and that the soles are clean and free from oil or grease.
- Use both hands as you climb - do not attempt to carry things in your hand. If you need to carry tools put them in a shoulder bag or tool belt.
- Do not attempt to do things from a ladder, which requires two hands.
- Do not overstretch - move the ladder to a new position.
- Do not allow more than one person on the ladder at a time.
- Do not use Aluminium ladders near live electrical equipment.

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Stairs:

- Never run up or down stairs.
- Use the handrails provided.
- Do not carry things, which obstruct your line of vision.
- Never leave obstructions lying on stairs.
- Report any damaged or slippery surfaces to your supervisor.

Step ladders and Trestles:

- Check cords are of adequate length and in good condition.
- Open steps and trestles to their fullest extent.
- Position steps on a level surface facing the work whenever possible and avoid pulling or pushing sideways.
- Avoid standing on the top section.
- When using trestles to support a working platform make sure the span is not excessive, the platform is fully boarded, and guardrails are fitted where necessary.

Scaffolds including towers:

- Do not erect or alter scaffolds unless you have been trained and authorised by your employer.
- Check the scaffold is on firm, level ground.
- Make sure the wheels on towers are locked in position before use.
- Do not climb scaffolds - use the ladder or stair provided.
- Do not remove any part of a scaffold unless you have been trained and authorised by your employer.
- Do not attempt to move a mobile tower with people on it.
- Check working platforms are fully boarded before use.
- Check platforms have suitable guardrails and toe boards around all four sides.

FIRE PROCEDURES

Read fire instructions displayed on the premises and follow the correct procedure in the event of fire. Get to know the location and types of extinguishers within your place of work.

Ensure that fire equipment, fire exit routes and doors are kept clear of material and other obstructions.

Clear or cover flammable or combustible material when carrying out any hot work e.g., grind in g, welding or burning.

Make sure you are familiar with escape routes so that you know which route to follow in an emergency.

Never tamper with fire equipment - leave it in its designated location unless you need to extinguish a fire.

Ensure that you have a clear escape route when tackling a fire. Remove combustible and flammable material on a regular basis.

Only smoke in authorised places and make sure you extinguish matches, cigarettes, cigars, or pipes in the receptacles provided.

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FIRST AID

First aid equipment has been provided for treating injuries. Read the notices displayed. Familiarise yourself with the location of first aid boxes and trained first aid personnel.

Never interfere with or remove first aid equipment.

Report all injuries no matter how slight so that proper treatment can be given. Ensure that details of injuries and treatment given are recorded in the Accident Book.

FLAMMABLE LIQUIDS

If you must use a flammable liquid, keep it in the proper storage area provided, and only withdraw enough to carry out your immediate task.

Replace lids and caps as soon as possible as the liquid will evaporate at room temperature. Keep clear of sources of ignition when working with flammable liquid.

Make sure there is adequate ventilation. Keep the liquid in a safe place whilst in use.

TELESCOPIC HANDLERS

Never attempt to operate a telescopic handler unless trained and authorised to do so.

At the beginning of every shift or whenever you take over a telescopic handler, check it is a safe condition by using the checklist provided. Never travel with insecure loads and never overload the telescopic handler. Ensure the forks are spaced properly and fully engaged.

Always keep a clear view when operating.

Travel with loads near the ground and where appropriate tilt back the forks. Never turn a truck on ramps or slopes.

Never exceed the speed limit and watch out for holes and slippery or uneven surfaces. Slow down and sound the horn at blind spots.

Always stop and start the vehicle smoothly.

When parking lower the forks fully, apply the parking brake and remove the key.

HAND TOOLS

Always use the correct hand tool for the job and inspect it before use. Have suitable PPE available including hand, hearing and eye protection. Do not use a hammer with a loose head. Do not use chisels with a mushroom head.

Never use worn spanners and screwdrivers. Protect sharp edged tools when not in use. Always use suitable knives for cutting and keep your hands behind the cutting edge wherever possible. Avoid cutting towards the body and wear cut resistant gloves or gauntlets, if necessary. Do not use a screwdriver whilst holding the work piece in your hand.

Make sure files are fitted with the correct size handle.

When using power tools check the supply is compatible with the tool and check for defects before use.

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HEALTH HAZARDS

Always read and follow the instructions on the container, hazard data sheet and assessment form.

Wear the appropriate PPE.

Never sniff containers to find out what is inside.

Ensure there is adequate ventilation or wear suitable respiratory protection when using substances, which give off harmful vapours or dust.

Never put harmful substances in unmarked containers.

Never mix substances together unless you are positive it is safe to do so.

Always ensure lids, caps or bungs are replaced as soon as possible and place the container in its correct storage area.

After using harmful substances wash before eating, drinking, or smoking.

In the case of spills, follow the emergency procedure detailed in the data or assessment sheet. Never discharge harmful substances down drains or sinks.

HOUSEKEEPING

Keep your work area tidy by removing unwanted waste regularly.

Always stack material safely in storage areas provided.

Coil up cables and hoses when not in use.

Clean up spills immediately.

Store tools safely when not in use.

Never overload storage racks - always check the safe working load of the rack.

Keep walkways, passageways, fire exits and access to fire equipment clear at all times.

ISOLATION

Always properly isolate; by breaking the energy supply (e.g., electricity, gas, and compressed air) before attempting to work on dangerous equipment. Isolate in a secure manner that will prevent accidental re-connection. If you need to isolate plant, follow these rules:

- ensure you know the location of the correct isolation points
- open the switch or close the valve fully
- apply your own personal padlock
- keep hold of the key
- only remove the padlock once you are clear

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If you need to isolate more than one switch:

- apply a personal padlock to each switch or valve
- always keep the keys with you
- use a multi-locking device if more than one person requires applying a padlock to the switch or valve

LIFTING AND CARRYING

Use mechanical means wherever possible to remove or reduce the need for manual handling.

Ensure your intended travel route is clear of obstructions.

Plan the lift - consider picking up, resting, and putting down. Ask for assistance if necessary.

If the load is within your capability remember the following points when manual handling:

- keep your feet slightly apart - about shoulder width, with one foot in front of the other
- keep your back straight and bend your knees
- ensure you have a firm grip, holding the item close to the body
- use your legs - not your back to straighten up
- if you need to change direction, turn your whole body, avoid twisting or stretching
- make sure you can see where you are going and be careful not to trap your fingers when lowering the load

LIFTING EQUIPMENT

Do not use a lifting accessory unless it is clearly marked with an identity number and Working Load Limit (WLL).

Always refer to the Safe Working Limit for various lifting configurations and ensure the accessory is in good condition before use. If in doubt, ask your supervisor.

Never exceed the SWL of either the lifting equipment, or accessory. If in doubt, ask your supervisor.

Always inspect lifting accessories before use.

Never leave slings hanging from crane hooks when not in use.

Never crawl or stand under suspended loads.

Warn others to keep clear of lifting operations.

When lowering provide proper support beneath the load to avoid crushing slings.

Once the load has been lowered, check it is secure and stable before releasing the lifting equipment.

Take good care of lifting equipment and return lifting accessories to the proper storage areas when not in use.

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MACHINERY

- Ensure that all guards are in place, properly secured and, where necessary correctly adjusted, before operating machines.
- Check that safety devices are working properly- if not report defects immediately.
- Never use a machine if you suspect that safety devices are not working properly.
- Do not wear loose clothing or items such as loose chains when working on near moving parts of machinery.
- Keep away from moving parts - use push-sticks where appropriate.
- Never make any adjustments to machinery unless trained and competent and authorised to do so.

NOISE

- Take notice of noise warning and hearing protection signs and obey them.
- Ensure that you wear hearing protection correctly.
- Never use dirty or damaged hearing protection.
- Never remove acoustic covers or panels from noisy equipment unless trained and competent and authorised to do so.
- Take care of the hearing protection provided and ask your supervisor for replacements for lost or damaged items.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Ensure that you know what PPE to wear before starting work. If in doubt, ask your supervisor.
- Take notice of PPE signs in the workplace or on labels on containers and obey them.
- Check data sheets and assessment forms for instructions regarding PPE and obey them.
- Always wear the correct PPE required for the job.
- Report defects to your supervisor.
- Take care of the PPE provided and ask your supervisor for replacements for lost or damaged items.

PLANT AND LIFTING OPERATIONS

- Only trained, certificated, and authorised personnel may operate mobile plant.
- Passengers must not be carried on mobile plant.
- Drivers must ensure that their travel routes are safe and free from hazards, as far as is practicable.
- A trained and competent banksman must be in attendance where plant is operating in areas assessed as being hazardous.
- Lifting operations must be planned and supervised by a competent person.
- Lifting equipment and accessories must be subject to thorough examination and inspection in accordance with current legislation with records kept.
- Lifting equipment must not be permitted to work unless safety devices are operating correctly.
- A planned maintenance programme is to be established and followed for items of plant with records kept.

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SCAFFOLDING

- Scaffolding, other than system scaffolding or proprietary scaffold towers, must be erected under the supervision of a trained scaffolder.
- System scaffolding and proprietary scaffold towers must be erected according to the manufacturer's instructions. These types of equipment must not exceed 5 metres high.
- Scaffolding must be safe in use and adequate for its purpose and not overloaded beyond its design capacity.
- Scaffolding material must be examined before erection and its adequacy established.
- Adequate base plates and sole plates must be correctly fitted under standards.
- Braces and ties must not be omitted.
- A safe means of access and egress must be provided to all working platforms.
- Platforms must be always fully boarded out and kept free from loose or waste materials. Guardrails and toe-boards must be fitted to all platform levels at least 2m.
- Each ladder stile must be tied and project 5 rungs above landing level.
- A competent person must check scaffold before use, at least every 7 days and after any event which may affected its stability (including very high winds). The inspections must be recorded.

SLIPS, TRIPS AND FALLS

- Pay attention to where you are going - people not looking out for obstruction cause many accidents.
- Walk - Do not run.
- Clear up as you go - put waste in the skips and bins provided. Report all poor floor conditions.
- Wear suitable footwear.

SAFE SYSTEMS OF WORK

If a Safe System of Work is imposed on an activity in which you are involved, ensure that you:

- read through the procedure and understand the system of working. If in doubt, ask your supervisor
- always follow the procedure - do not take short cuts or improvise
- inform your supervisor if you feel the system is out of date

TRANSPORT AND MATERIAL HANDLING

- Do not operate mechanised transport or handling equipment unless trained and competent and authorised to do so.
- Always be on the lookout for moving vehicles and equipment by watching and listening.
- Be Aware of blind spots.
- Always give way to vehicles and moving equipment.
- Keep to pedestrian access routes.
- Always observe audio and visual warnings.
- Never ride on moving equipment or vehicles unless they are specifically designed to carry passengers.
- Always leave unattended vehicles immobilised.

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OVERHEAD POWER LINES

- Where electrically charged overhead lines or apparatus are likely to create a hazard; advice must be sought from the utility provider before work starts.
- Where the power cannot be switched off for the duration of the work, practicable precautions must be taken e.g., suitably placed barriers, warning signs and or 'goal posts'.
- Wherever practicable such barriers must be erected a minimum distance of 6m from the nearest live conductor. The utility provider will normally determine the height of the 'goal post' crossbar.
- Where it is necessary for items of plant to pass under overhead power lines, an authorised passageway must be established and clearly identified.
- The safe system of work for the passage of plant under overhead power lines must be made known to all persons on site.
- A trained competent banksman must be in attendance for the passage of plant under overhead power lines.

EXISTING UNDERGROUND SERVICES

- Engineers, architects, and statutory authorities must be consulted to establish the location of underground services within the site.
- A plan must be prepared showing the location of underground services, where known.
- Copies of the plan must always be displayed and made accessible to employees and sub-contractors.
- Prior to earthworks starting, an electricity-location survey must be carried out by a competent person and the results plotted on the site plan.
- Service locations must be boldly marked and clearly visible.
- Operatives must be instructed and trained in safe methods of working. Where a permit to dig system is established it is to be fully complied with.
- Work must not start until a full survey has determined what lies beneath ground level.
- Correct road signs and barriers must be established in accordance with current legislation.
- A cable locator must be used in all instances to confirm the location of services, which must be clearly marked. (CAT)
- Hand digging trials must be used where doubt arises, using a shovel not a fork.
- Exposed plant services are to be identified and protected.
- Any damage must be immediately reported to the utility provider. Excavations must be backfilled with approved materials.

EXCAVATIONS

- Prior to excavation work starting the location of underground services is to be established.
- Before work starts a suitable trench, support system must be available on site.
- Excavations in poor or unstable ground must have sides that are adequately supported or battered back to a suitable angle of repose for the type of material excavated.
- Support work for excavations must be carried out under the supervision of a competent and authorised person. HSE information sheet 'CIS 78' shall be considered prior to deep excavation.
- Open excavations must be fenced with a rigid physical barrier where persons could be injured from falling or where other hazards such as reinforcing bar are present.
- During backfill operations a banksman or stop blocks must be provided to aid the plant operator.
- Excavations are to be inspected daily and thoroughly examined weekly by a trained, competent, and authorised person with records kept in accordance with current legislation.

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CONFINED SPACES

- Prior to entry into a confined space a suitable and sufficient risk assessment must be carried out and recorded.
- A safe system of work and a permit to enter system must be prepared, implemented, and communicated to all concerned prior to entry.
- Employees carrying out confined space entry must be passed fit to do so by a competent person and have received adequate training and instruction.
- The necessary safety equipment must be provided prior to entry and the equipment must be maintained and inspected by a competent person.
- The condition of the atmosphere within the confined space must be determined prior to entry and monitored and recorded regularly during the work period.
- In the event of an emergency the confined space must be evacuated immediately, and the emergency services contacted if applicable.
- You must not enter a confined space without the express instruction and approval of site management.

TRANSPORT, STORAGE AND USE OF LPG AND OTHER GAS CYLINDERS

- Cylinders not in use must be stored in a secure cage.
- Cages must not be enclosed or below ground and must be marked with a sign stating, "LPG HIGHLY FLAMMABLE- NO SMOKING OR NAKED FLAMES".
- LPG cages must be a minimum of 3m away from the site boundary and any buildings.
- Cylinders must be stored upright and must be moved with care.
- Cylinders must not be rolled along the ground.
- Empty cylinders must be appropriately marked and separated from full ones.

SITE CABINS

- LPG cylinders and regulators must be fixed outside the cabin and protected from the weather. The gas supply must be taken in at low pressure through rigid copper or iron piping, with a flexible connection to the appliance.
- Individual taps must be provided for each appliance.
- All piping must be exposed and readily accessible to assist in the speedy detection of leaks.
- Flexible hoses to appliances must be limited to a maximum of 2.5 m.
- The ventilation provided must not be obstructed or blocked in any way.

WELDING AND CUTTING

- You must not carry out welding or cutting operations unless you have been trained and authorised to do so.
- The correct PPE must be worn when work is in progress.
- Fire prevention measures and equipment must be used when work is in progress.
- Welding and cutting equipment must be inspected visually prior to use and defects reported to site management.
- Defective equipment must be removed from use immediately until repaired or replaced as appropriate.

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VEHICLES

You must not:

- drive or operate any vehicle for which they do not hold an appropriate driving licence or permit
- carry unauthorised passengers
- use our vehicles for unauthorised purposes
- drive or operate vehicles whilst suffering from a medical condition or illness that may affect your driving or operating ability
- drive or operate any vehicle whilst under the influence of alcohol, intoxicants or non-prescribed drugs
- smoke in our vehicles

WELFARE FACILITIES

- Keep welfare facilities and areas clean and tidy by wiping surfaces, hanging up clothes, rinsing basins, flushing toilets properly.
- Report damaged or broken equipment.
- Always wash your hands before eating and after using the toilet.

SMOKING

- Our Smoking Policy must be followed at all times.
- No smoking within buildings, smoking in designated external areas only.

ALCOHOL AND DRUGS

The consumption of alcoholic drinks and unauthorised drugs on site is strictly prohibited.

HIGHWAYS

- Where sites involve working on, or adjacent to the highway, all employees must be always extremely vigilant and be aware of the dangers from passing traffic.
- Operatives working on the highway should be trained and certificated in compliance with the New Roads and Street works Act.
- All work areas on or adjacent to the highway shall be properly signed in accordance with Chapter 8 of the Road Traffic Signs Manual - Traffic Safety Measures for Road Works.
- At the approach to every such work area, a "ROAD NARROWS AHEAD" sign, indicating the appropriate position of the obstruction shall be positioned midway between the roadworks ahead sign and the working area.
- Where the road width is reduced by the working area to less than 5.5m, traffic shall be controlled with STOP/GO boards or temporary traffic lights as appropriate.
- Appropriate advance warning signs shall be provided at the approaches to these controls.
- In situations where pavements are obstructed by the works, pedestrians shall be diverted to an alternative route by pedestrian direction signs.
- Working areas in roads and pavements shall be protected by substantial barriers.
- The working area on roads shall be protected with traffic cones and all plant, material and equipment shall be positioned inside the coned-off area.
- All barriers and signs shall be supplemented by lamps during the hours of darkness.
- All operatives on roadworks should wear distinctive high visibility protective clothing.
- Consultation with the Traffic Police and Local Highway Authority will take place before traffic flow is restricted by any means.

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Training

The Company aims to communicate all health and safety information to employees to ensure that they are aware of the hazards within the workplace and to maintain a safe working environment. Safety training will be provided where necessary to enable employees to carry out work safely.

The Company will endeavour to:

- Identify the training needs of employees
- Provide employees with health and safety training where necessary
- Employ competent personnel and ensure to the best of its abilities that all work is carried out safely
- Ensure all employees and subcontractor's receive induction training prior to commencing work on site
- Ensure all employees and subcontractors receive regular toolbox talks and health & safety briefings to communicate information and maintain focus on health and safety at work
- Maintain records of induction training and toolbox talks
- Review and monitor performance

We recognise that as well as being a legal requirement, the provision of suitable and sufficient training and instruction is an essential part of ensuring that you know how to work safely and avoid risks to your health. The purpose of this procedure is to outline the arrangements we operate to ensure that you are provided with such training.

All new starters will receive a company induction on their first day. This will cover, but will not be limited to, the following:

- fire and emergency procedures
- first aid arrangements
- welfare arrangements
- arrangements for consulting employees on health and safety
- arrangements for raising health and safety concerns
- accident and incident reporting
- our Health and Safety Rules

Following Induction, you will receive instruction about the tasks that you will be required to perform. At this stage, a skills evaluation will be carried out and, where appropriate, training needs identified. Where training needs are identified a training programme will be agreed.

Special training is provided for:

- manual handling
- first aid
- forklift truck operation
- scaffold
- use of ladders
- use of mobile access platforms
- use of specialist tools e.g., cartridge tools, pneumatic tools etc

Managers/Supervisors are responsible for ensuring that all persons under their control are suitably trained. Any training needs should be brought to their attention so that suitable training can be arranged. The Director is responsible for ensuring that suitable training records are kept.

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Violence at Work

We operate a zero-tolerance approach to violence at work. Violence, both actual physical violence and verbal threats or behaving in a threatening manner are considered negative to the working environment and will result in disciplinary action. Repeat offences or serious incidents are considered gross misconduct which can result in dismissal. All employees are encouraged to report and grievances, disputes, or issue's to either the site or contracts manager. The grievance procedure will then be followed to ensure a satisfactory resolution.

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Work Equipment

For the purpose of this procedure work equipment includes all machines, equipment and tools used by employees in the course of their work, whether owned by us or obtained on loan or hire.

We accept our duties under the current edition of the Provision and Use of Work Equipment Regulations (PUWER) and will take all reasonably practicable steps to ensure that the work equipment that you use is suitable for its intended purpose and will not put your health and safety at risk.

We will select work equipment considering the conditions under which it will be used and the risks to which it may expose the operator of the equipment and anyone that may be affected by the way in which it is used.

The selection of work equipment will take account of the following:

- Work equipment to be suitable for the task and workplace conditions
- Work equipment to be adequately maintained
- Work equipment to be inspected at regular intervals
- Specific risks associated with certain activities to be identified and reduced
- Information and instructions to be given to the users
- Protection from dangerous part of machinery
- Protection against specified hazards
- Protection against high or very low temperatures
- Safe starting and stop controls on machinery
- Isolation from sources of energy
- Stability of work equipment
- Adequate lighting
- Safe maintenance operations
- Any markings referring to health and safety must be clearly visible
- Work equipment to have appropriate warnings or warning devices
- No employees carried on work equipment unless it suitable for carrying persons and incorporates features for reducing risks to persons
- Risks from overturning work equipment whilst riding are minimised e.g., Roll over protection and restraint belts
- Risk of overturning of forklifts to be specifically assessed and reduced
- Protection to employees from self-propelled and remote-controlled equipment
- Protection to employees from drive shafts

Where specific hazards are identified, use of equipment will be restricted to those employees given the task of using it.

You will be provided with any information, instruction, and training that you need to use work equipment safely.

The Director is responsible for ensuring that work equipment is inspected at suitable intervals and maintained and that suitable records are kept. This includes ensuring that any statutory examinations are completed on time. Where the need for maintenance is identified, the work will be subcontracted to an approved supplier.

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The Site Manager is responsible for ensuring that machines and equipment are operated only by persons who have been authorised to do so and who are sufficiently trained and competent in the use of the equipment. We are also responsible for withdrawing damaged equipment from use until it has been repaired or replaced.

You are responsible for using machines and equipment in accordance with your training. Any machine fitted with a guard to prevent contact with moving parts must not be operated with the guard removed or disabled. Machines must not be adjusted when they are running unless the manufacturer has made specific provision for such adjustment.

OPERATED PLANT

- Persons operating plant will be required to hold a current Certificate of Training Achievement applicable for the type of plant being utilised.
- Persons operating any kind of plant must be over 18 years of age.
- This procedure applies to all persons operating plant on site, including sub-contractors.

REPORTING FAULTY OR DEFECTIVE EQUIPMENT

Operators and users of equipment must report faulty or defective equipment to their supervisors, who will arrange for the necessary repairs or servicing to be carried out. You must not use damaged equipment. If you find damaged equipment do not use it and inform the Site Manager immediately.

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Young Persons

It has been recognised that young people may be more at risk to their health and safety at work due to lack of experience, lack of awareness of existing risk or immaturity.

Definitions:

Young person - An employee or work placement student who has not attained the age of eighteen.

Child - Person who is not over the compulsory school leaving age (16).

The 'Health and Safety at Work etc Act 1974' requires employers to secure the health and safety of all employees at work and anyone else who may be adversely affected by the employer's undertaking, so far as is reasonably practicable.

The 'Management of Health and Safety at Work Regulations 1999' require employers to assess work-related risk of all their employees and require a specific assessment of risks to young persons. Usually, the measures taken to protect the workforce should be sufficient to protect young persons. However, where this is not the case additional measures should be determined and implemented before the young person commences work. In extreme cases this may mean prohibiting young persons from certain work activities.

The young person has the right to expect that the employer has undertaken a suitable risk assessment. Employers must also provide the young person or the parents or guardians of children in employment with comprehensive and relevant health and safety information on the risk assessment and associated preventative and protective measures.

Under the Health and Safety at Work etc Act 1974 employees have a responsibility for their own health and safety and this needs to be significantly emphasised to young person's as they are potentially more likely to 'mess about' or play practical jokes, etc without being aware of the possible consequences.

The "Management" Regulations require employers to take the following factors into account when undertaking a young person's risk assessment:

- their inexperience and immaturity
- their lack of awareness of risks to their health and safety
- the fitting out and layout of their workstation and workplace
- the nature, degree, and duration of any exposure to biological, chemical, or physical agents
- the form, range, use and handling of work equipment
- the way in which processes and activities are organised
- any health and safety training given or intended to be given
- risks associated with certain specified agents, processes, and work activities

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First Aid and Emergency Procedures

FIRST AID

It is important that employees who suffer an accident or ill health at work receive immediate attention and that there are procedures in place for the emergency services to be notified in serious cases. Fast action can save lives.

We will:

- Assess the risk to complete a first aid assessment and provide the appropriate level of first aid provisions.
- Ensure there is a suitably stocked first aid box. This is to be checked by the First Aider on a regular basis.
- Ensure there is an appointed First Aider to take charge of arrangements. Their name and location of the first aid box is to be clearly displayed on the notice board and detailed within method statements and construction phase plans.
- Ensure details of the work premises, address and telephone numbers are clearly identified to advise the emergency services if called.
- Have details available of local emergency services (telephone numbers, addresses).
- Ensure that all injuries sustained on site (no matter how minor) are accurately recorded.

ASSESSING THE RISK

When completing a first aid assessment it is important to assess the risk to determine the level of first aid cover required. Offices and home working are generally perceived as low risk, and construction sites high risk. Adequate cover and provision should be considered for the specific workplace and activities being undertaken. There may be a requirement for additional cover due to a peak in workforce, or shift working.

Consider:

- Are there specific risks such as hazardous substances, machinery or loads?
- Are there parts of the works with higher risks needing particular attention? - consider previous records of accidents
- How many people are employed at the workplace? - this may fluctuate
- Are there in-experienced persons, or those with a disability or specific health problems? - these must be ascertained at induction
- Are the works spread over a large area, where first aid provision may be time dependant?
- Is shift work involved?
- Is the workplace remote from emergency services?
- Are there: work experience, visitors, maintenance personnel or public at the workplace to consider?

Home Working First Aid Procedures

We accept our duty under the current edition of the First Aid at Work Regulations to provide suitable arrangements to enable injured employees to obtain first aid. We recognise that prompt action can save lives or prevent the condition of an injured person from deteriorating. While office work at home is generally lower risk, adequate first aid cover is still required as accidents can happen at any time in any place. The manager is responsible for assessing first aid requirements within the home office environment. The Director is responsible for ensuring that home workers are sufficient trained First Aiders. The First Aiders are responsible for ensuring that the contents of first aid boxes are checked regularly and topped up as required.

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The Director is responsible for ensuring that the contents of first aid boxes in company vehicles are checked regularly and topped up as required.

All injuries, however minor, should be recorded in the Accident Book and reported through an incident report form.

Site First Aid Procedures

Where we are working on a site controlled by another organisation we will:

- assess what types of first aid is needed, considering the work to be conducted and any hazards requiring special first aid arrangements
- wherever possible, have access to first aiders and first aid facilities provided by the organisation controlling the site
- where it is not possible to have access to first aid arrangements provided by the organisation controlling a site, we will ensure that our team includes trained first aiders, with suitable equipment
- inform our workforce about the first arrangements on the site
- inform our workforce about the accident reporting arrangements

First aid arrangements will be included within the method statement.

Site Fire and Emergency Procedures

Before any project commences, potential emergency situations must be considered. These might include fires or bomb threats, but dependent on the project might include things like working in confined spaces, or how to rescue persons hanging in a safety harness. All projects will be different, but in each case emergency contingency plans should be considered at the planning stage. Fire evacuation procedures will vary from site to site these will be communicated within the site induction. Employees must follow the instructions given. Employees must sign in and out whenever they enter or leave a site. All employees must familiarise themselves with the site fire procedures and escape routes before commencing work.

1. BE AWARE
2. SIGN IN/OUT WHENEVER YOU ENTER OR LEAVE SITE
3. KNOW HOW TO RAISE THE ALARM
4. KNOW WHO IS RESPONSIBLE FOR CALLING THE FIRE BRIGADE
5. KNOW WHERE THE ESCAPE ROUTES AND EXITS ARE
6. GO TO THE ASSEMBLY POINT
7. REPORT TO THE PERSON TAKING THE ROLL CALL
8. DO NOT LEAVE SITE WITHOUT OBTAINING AUTHORISATION

If you discover a fire and there is no set fire procedure in operation:

- Warn others by sounding the alarm or raise the alarm verbally by shouting "FIRE: GET OUT!"
- Telephone the Fire Service. Give the number of the phone that you are using and the name and address of the site. Do not hang up until this has been repeated back to you correctly.
- Proceed to the fire assembly point and give your name to the person taking the roll call.

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Fire and Emergency Action

1. Each site or workplace shall be assessed for the potential for fire or emergencies. Where assessments identify high risks, procedures will be established at that site to deal with such situations.
2. Provision shall be made at each workplace for access on to sites of emergency and rescue service vehicles.
3. In the event of an emergency the most senior person on site shall summon by telephone all necessary emergency and rescue services.
4. Provision shall be made for the emergency services to be met at the site entrance and directed to the site of the emergency.
5. All persons not required to assist in any rescue operation shall be removed from the area of the emergency.
6. Planned escape routes shall be identified at every temporary site accommodation, permanent building, and any structure under construction. Appropriate signs shall be provided to ensure all persons are directed to a place of safety.
7. Instructions in case of fire or emergency shall be included in all induction training.

Fire Prevention

- Rubbish and combustible material shall be regularly cleared away to eliminate fire risks.
- Suitable fire extinguishers shall be positioned at workplaces to be used should fires break out.
- In partially built premises and premises being refurbished, arrangements shall be made to ensure that the building can be evacuated safely. Such arrangements shall include providing 'Fire Exit' signs and means of raising the alarm.
- Where appropriate fire detection equipment shall be provided.
- Hot works will be controlled using a "Hot works permit".

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Asbestos

GENERAL STATEMENT

Exposure to Asbestos represents one of the greatest health risks to face today's construction workers. This is primarily due to the widespread use of the material during the construction and refurbishment of buildings during the 1940-50's, though asbestos was also used both before and after these dates. Asbestos may be present in a wide variety of products including ceiling/wall boards; suspended ceiling tiles; floor tiles; soffit boards; roof panels; fire insulation; pipe lagging; boiler lagging; bitumen adhesives; door panels etc.

If any worker suspects that a material they are working on or is about to work on may contain asbestos, then they should stop work immediately and inform their supervisor so that further investigations may be carried out.

We acknowledge the health hazards arising from exposure to asbestos. We will, so far as it is reasonably practicable to do so, prevent exposure to asbestos using appropriate control measures and safe systems of work, supported by training. This Policy requires your full co- operation.

The Policy Holder is responsible for the implementation of this Policy.

ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS

No work where there is a risk of exposure to asbestos will be allowed to commence until an assessment of the risks has been carried out and a written safe system of work prepared. A type '3' survey (demolition and refurbishment) asbestos survey must be made available by the client prior to work commencing where there is any risk of asbestos containing materials being present or disturbed (As per the Control of Asbestos at Work regulations).

ASBESTOS POLICY

We recognise that breathing in air containing asbestos dust can lead to asbestos-related diseases. These are mainly Mesothelioma, Asbestosis and cancers of the chest and lungs.

It is our policy to:

- take reasonable steps to locate materials that are likely to contain asbestos
- assume that any material contains asbestos unless there is evidence that it does not
- ensure that if asbestos is inadvertently disturbed, the offending work is immediately stopped, the affected area vacated and sealed off and urgent assessment is undertaken of the extent of the contamination and the potential exposure to employees, and appropriate corrective actions including decontamination, removal and if required health surveillance are taken.

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Electrical Safety

Electricity has the potential to kill. This danger is increased because it cannot be seen. Electrocution can also cause burns and shorting of conductors can cause fire or explosion.

We accept that we have duties under the current edition of the Electricity at Work Regulations to take precautions against the risk of death or personal injury from electricity in work activities. The following procedures, aimed at eliminating risk or reducing it to an acceptable level, will be adopted:

- All electrical equipment must be suitable for purpose, i.e., the use to which it may be put and the environment it may be used in
- All electrical equipment shall have a satisfactory means to ensure the equipment can be isolated
- All electrical work must be done by trained and competent persons
- Every electrical system must be inspected and tested at regular intervals
- All electrical equipment must be regularly examined to make sure it is safe by the equipment user
- The exposed metalwork of all electrical equipment likely to become electrically charged must be earthed unless the equipment is:
 - Supplied via an isolating transformer; or,
 - Double insulated; or,
 - Only supplied power at extra low voltage or safety extra low voltage

To reduce risks from electricity during work activities, all tasks will be risk assessed and method statements prepared. All electrical power systems shall be designed and installed by a competent electrical contractor. The contractor shall provide a test certificate upon completion of the installation of the system.

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Good Housekeeping

We strongly adhere to the belief that a 'Safe Site is a Tidy Site'. In this respect every effort shall be taken to keep sites always clean and tidy. Waste materials and rubbish will be cleared from the working area and placed in designated areas for disposal off-site.

Several regulations deal with the need for workplaces and accesses to be kept clean and clear of debris and other materials, some examples are:

- Lifting Operations and Lifting Equipment Regulations
- Construction (Design and Management) Regulations
- Management of Health and Safety at Work Regulations
- Electricity at Work Regulations
- The Health and Safety at Work etc Act

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.

The Site Manager will ensure that, before the site commences, access routes are planned, deliveries are programmed and 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 regarding storage, clearing up, tidiness etc.

The Site Manager will ensure that all 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 are kept in a clean and tidy state.

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. Similar requirements will be placed on cables, ropes and other materials that have the potential to cause trip hazards and become entangled around plant, materials or even site operatives.

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 cleared 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 clearly marked and securely covered/barricaded 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 Supervisor 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.

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Ladders

It is our policy that only employees trained in the use of ladders and steps can use them, and that all ladders and steps are regularly inspected.

All ladders and steps in use or belonging to the business will be inspected for safety on an annual basis. Any equipment that does not meet the standard required to maintain safety is to be either repaired and tested or discarded.

TRAINING AND USE

Training and supervision will be given by Managers/Supervisors and records of this training and supervision will be maintained. Only steps and ladders that have the current year's colour band are to be used. Ladders and steps without the correct colour band are to be quarantined until they can be examined for safety and colour coded correctly.

TRAINING

The training will include a demonstration of correct use of ladders and steps and cover the following points:

- use of the correct type and height of ladder or steps
- colour banded and rejection/reporting of unsafe or incorrectly banded ladders and steps
- placement of the ladder or steps on a safe, non-slip and level base and for ladders with the upper part of the ladder resting against a firm surface
- rungs/steps should be in good condition, clean and strong enough to bear the weight
- type of suitable footwear, which should be worn
- when to ask for assistance to 'foot' or hold the ladder or steps
- storage and handling: ladders and steps should be stored securely to avoid them falling on people or obstructing walkways or exits

EMPLOYEES

Before you use steps or ladders you must inform us if you have:

- any problems or worries that you may have about using either steps or ladders
- any medical problems or conditions that may affect your safe use of steps or ladders
- any history of accidents when using steps or ladders
- any doubts that you have regarding the condition or use of steps or ladders

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Lifting Operations

We acknowledge our duties under the current edition of the Lifting Operations and Lifting Equipment Regulations to ensure that our lifting equipment is safe and that lifting operations are planned to prevent injuries to employees and others.

LIFTING APPLIANCES

All lifting appliances, including cranes, forklift trucks, hiabs and excavators shall be used in accordance with the Lifting Operations and Lifting Equipment Regulations. They will be visually inspected before every shift and inspected at least once every seven days by a "competent person" with a record of that inspection being kept.

Lifting appliances shall be plainly marked with their safe working load and shall not be used to lift loads greater than the specified safe working loads.

All operators of lifting appliances shall be suitably trained and competent for the appliance they are to use. Banksman will be used where necessary as identified in task specific risk assessment or "lift plan".

LIFTING EQUIPMENT

All ropes, chains, slings, hooks, shackles, etc., used for raising and lowering loads shall be marked with their safe working load and means of identification. They shall have been tested and thoroughly examined at the time of manufacture and certificates of tests, etc., shall be kept.

All lifting gear shall be visually inspected at each use for signs of damage or wear. All damaged items shall be taken out of use.

Lifting gear shall only be used for raising, lowering, or suspending loads and shall not be loaded above the certified safe working loads. Hooks used for lifting shall have safety catches fitted to be of such design that slings cannot accidentally slip off.

CONTROL OF LIFTING OPERATIONS

A person other than the crane driver must be appointed to take the responsibility for the organisation and control of any lifting operation. This person must be adequately trained and have the necessary experience to be deemed competent.

The appointed person must assess any proposed lift to provide for planning, selection of equipment, instruction, and supervision to enable the work to be carried out safely. They must also ensure that all tests, inspections, examinations, and maintenance have been carried out, and that there is a procedure for reporting defects and taking corrective actions, as necessary.

They have the authority to stop the operations if they considers them to be unsafe.

Where there are more than one cranes used on the same project, a suitably competent crane co-ordinator should be appointed.

All lifts must be planned with suitable lifting plans and schedules being used as appropriate.

SLINGING

All loads shall be slung by competent persons. A banksman shall be used to control all lifting operations, and communication with the operator of the lifting appliance shall be by nationally accepted hand signals.

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HOISTS

Hoists are included under the Lifting Appliances Regulations, and these include provision for hoists to be fully enclosed; they should carry a notice showing the safe working load and should be examined every six months. Weekly inspections shall be carried out by the hoist operator and entered into the Inspection Register.

CRANE OPERATIONS

All crane lifting operations must be carried out in accordance with current regulations and standards. A trained and experienced 'Appointed Person' must be appointed to assess and plan the lifting operations.

As part of the assessment by the 'Appointed Person' a lifting plan must be prepared in advance of the works. This should include:

- A site-specific risk assessment for the operations, considering site conditions and the loads to be lifted.
- Crane specification, dimensions and sketch showing crane setting up position.
- Crane and lifting tackle thorough examination certificates, test certificates and weekly inspection registers.
- A method statement outlining the sequence of lifts, slinging methods, etc.
- Names of the 'Appointed Person', the Slinger/Signaller and the Crane Operator.
- Training certificates/competency cards as proof of competence for the aforementioned.

POLICY ON LIFTING OPERATIONS

All lifting equipment must be:

- Thoroughly examined: 6 Monthly for lifting tackle, e.g., chains and for equipment lifting persons e.g., MEWPs, man riding cradles etc; 12 Monthly for cranes that are not lifting persons.
- Tested: Although testing is not a specific requirement of LOLER, specific guidance such as BS7121 requires lifting equipment such as cranes to be tested at intervals deemed appropriate by the competent person.
- Marked with a unique identity (e.g., serial number) which corresponds with the identification stated on the Thorough Examination Certificate.
- Marked with the SWL Safe Working Load must be marked on the equipment.
- Visually Checked: The user should check the equipment is fit for use prior to each lifting operation.
- Inspected Weekly: A more thorough inspection should be carried out by a competent person on a weekly basis and recorded.
- Fit for purpose: Any defects should be reported immediately to a Supervisor and the equipment should be marked up to prevent further use until it can be fixed by a competent person or destroyed.
- Used correctly: The equipment should be used in the way in which it was designed and should be suitable for the task in hand. It should be used by a competent person who has suitable training and experience.

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Lone Working

We will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working. Solitary working exposes employees and others to certain hazards. Our intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS

Assessments of the risks of working alone carried out under the Management of Health and Safety at Work Regulations will confirm whether the work can be done safely by one unaccompanied person. This will include the identification of hazards from, for example, means of access and/or egress, plant, machinery, goods, substances, environment, and atmosphere, etc.

Consideration will be given to:

- the remoteness or isolation of workplaces
- any problems in communication
- the possibility of interference, such as violence or criminal activity from other persons
- the nature of injury or damage to health and anticipated "worst case" scenario

INFORMATION AND TRAINING

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

SAFE SYSTEMS OF WORK

Lone workers shall be informed of the hazards identified and shall be instructed in any special requirements including means of communication. Rules and instructions will be developed, if necessary, in writing, to cover the following:

Required ability of employees, e.g.:

- professional training
- qualifications and experience
- medical fitness

Suitability of equipment. e.g.-:

- quality of hand tools
- level of personal protective equipment supplied by us
- insulation electrical appliances

Means of communication, e.g.:

- two-way radio
- telephone
- remote manual or automatic alarm system
- regular visits by competent person

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Provision for treatment of injuries, e.g.

- portable first aid kit
- availability of first aider

Emergency and accident procedures, e.g.:

- means of summoning help
- means of raising alarm
- rescue plans and equipment
- firefighting equipment

Training, e.g.:

- for safe use of specialised equipment and processes, etc

Supervision, e.g.:

- for trainees, young people or new recruits, who must be confirmed as competent to work alone before supervision is relaxed to the level of occasional visits

COMMUNICATION

Where employees work alone, arrangements shall be made for them to contact their supervisors at regular intervals.

When employees fail to make contact at the specified interval their supervisor shall instigate an investigation into the reasons.

The means of communication shall be specified on the permit to work.

DEFINED WORKING LIMITS

We will establish clear procedures to set limits of what can and what cannot be done while working alone.

PERMITS TO WORK

Lone working is subject to a permit to work. Copies of permits will normally be issued to everyone directly involved with the activity, e.g., the solitary worker, the closest supervisor, and the relevant manager.

Where time limits are a consideration, e.g., to control exposure to heat, fatigue or to ensure essential supplies such as breathing gases are not exhausted, the permit would state required starting and finishing times or maximum duration of the task

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Manual Handling

Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. We recognise that such tasks have the potential to cause injuries. Generally, the need for staff to lift and carry shall be reduced to the lowest level practicable by good planning and design and the selection of the most appropriate materials or equipment.

Wherever possible, we will eliminate manual handling tasks by arranging for loads to be lifted and moved by mechanical means. Where manual handling cannot be avoided by use of mechanical or other means, the lifting operation shall be assessed, and methods devised which will reduce the likelihood of injury.

Lifting Techniques: All employees who as part of their duties are required to lift or move loads, which as a result may injure them, shall be instructed in safe lifting techniques.

Responsibilities for undertaking manual handling assessments are identified in the organisation and responsibilities section of this Policy. From these risk assessments, safe systems of work will, where appropriate, be developed and brought to the attention of staff concerned.

Where manual handling assessments are carried out, safe-lifting methods shall be devised after consideration of the following:

- The weight of the material or object and its centre of gravity
- The correct use of any lifting aid or appliance to be used
- The number of staff to be used
- Necessary personal protective equipment
- Sequence of operation

Employees are responsible for using equipment provided to reduce risks from manual handling tasks.

Employees will not be required to carry out a manual handling task that you consider is beyond your capability.

Any person who considers that a manual handling task is beyond their capacity should bring this to the attention of their supervisor.

Date	Revision	Author
01.04.2023	3	Teressa Brimm

Portable Electrical Equipment

PAT testing must be carried out for all equipment used by our employees that is or may be connected via a plug and socket to a source of electricity, whether the company owns the equipment or not:

- Equipment should not be used if it does not display a current testing label. This is usually, but not always, displayed on the plug
- User checks must be carried out before use
- Equipment manufacturers maintenance and usage instructions must be followed
- Battery powered or 110 voltage tools with power supplied through an isolating centre tapped to earth should be used if practicable
- An RCD or ELCB must be used with existing 240-volt equipment where there is no safer alternative. Such devices must be tested by operating the in-built test button every 3 months and inspected by a portable electrical tester every year as a minimum
- The supply voltage to portable electric tools must be within the operating range marked on the tool

All persons using handheld electrical appliances are responsible for inspecting plugs and lead before use.

Any person finding an item of damaged equipment should bring this to the attention of the Director or Manager immediately.

Portable electrical appliances will be inspected and tested (PAT Tested) at the appropriate frequency for the level of risk.

DAILY VISUAL INSPECTIONS

All users must look critically at the electrical equipment they use frequently, this needs to be daily in the case of handheld and hand operated appliances to check that the equipment is in sound condition (remember to unplug and switch off first)

Checks must be made for:

1. damage, e.g., cuts, abrasion (apart from light scuffing) to the cable covering
2. damage to plug, e.g., the casing is cracked, or the pins are bent
3. non-standard joints including taped joints in the cable
4. the outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment. (Look to see if the coloured insulation of the internal wires is showing)
5. equipment that has been used in conditions where it is not suitable. e.g., a wet or dusty workplace
6. damage to the outer cover of the equipment or obvious loose parts or screws
7. signs of overheating (burn marks or staining)

The checks also apply to extension leads, associated plugs and sockets. Any faults must be reported to the Health and Safety Manager and the equipment taken out of use immediately and labelled as faulty (and why). It must not be used again until repaired.

Note: Equipment which exhibits intermittent faults e.g., working infrequently must be taken out of service and not used again until thoroughly checked out by a competent person and the source of the fault identified and rectified.

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TESTING OF PORTABLE ELECTRICAL EQUIPMENT

Electrical testing of portable electrical equipment for earth/insulation integrity using a portable appliance tester will be carried out by a competent person in addition to the user visual inspections:

1. whenever there is a reason to suppose the equipment may be defective, (but this cannot be confirmed by visual inspection)
2. after any repair, modification, or similar work
3. at regular intervals in accordance with current regulations / best practice

Combined inspection and testing should be carried out by someone with a wider degree of competence than that required for visual inspection alone. This is because the results of the tests may require interpretation and appropriate electrical knowledge.

FREQUENCY OF INSPECTION

Recommendations for initial frequency for inspection/ testing are published by the Health and Safety Executive. This frequency can be shortened or lengthened in the light of practical experience i.e., number of faults which appear. As a minimum, testing should be carried out annually for equipment with light use.

In high-risk environments such as construction sites portable electrical equipment should have formal visual checks every 3 months with combined inspection and electrical tests every 6-12 months.

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Overhead Services

Overhead services are a major hazard on construction sites. Construction plant and vehicles accidentally touching live overhead lines is a frequent cause of serious and fatal accidents. Due to the distance which electric currents can arc (particularly in damp weather conditions) strict controls must be established on a site where there are overhead power lines.

Overhead power lines are bare conductors supported via insulators on wooden poles or metal structures. It is easy to mistake a power line for a telephone wire, particularly those on wooden poles, which are typically 230v cables.

Contact with any overhead power line can be fatal whatever voltage it is carrying. Work near any overhead power line must only be undertaken where there is a horizontal safe distance of 15 metres from wires on metal structures and 6 metres from wires on wooden structures. The safe distance must be measured in addition to the length of any equipment being used. Where work is carried out close to overhead cables and where there is a probability of a discharge of current of earth through plant or equipment a safe system of work shall be devised and followed.

The safe system of work shall consist of a combination of one or more of the following:

- Identify all overhead cables crossing the site.
- Contact the local Electricity Company and ascertain in writing whether the service will be made dead or not. If it cannot be made dead, the Electricity Company must give reasons why it is unreasonable to have the power cut off. Whether or not the cables are made dead, suitable barriers, goalposts and signs shall be erected. The height of any goalposts must be specified by the Electricity Company.
- Where no work must be carried out or plant to pass under the overhead lines, barriers should be erected parallel to the overhead line and not less than 6 m distance from it. The possibility of mobile cranes etc. encroaching on the minimum distance must be considered and where necessary the 6m distance increased. The barriers should be easily seen with coloured bunting.
- Where cables remain charged with electricity and the provision of goal posts are not possible because of the nature of the site, or where work requires to be done beneath the cable, measures must be taken to limit the reach of telehandlers, excavators etc. by means of suitable proximity devices.
- If any plant or machinery does accidentally come into contact with live overhead electric cables. the site supervisor will be immediately notified, who will in turn notify the HSE of the dangerous occurrence.

If it is necessary for plant to travel beneath the overhead lines, then the safe system of work shall, in addition the controls above, consist of a combination of one or more of the following:

- The area where they may pass should be as small as possible and not more than 10 m wide. This should be clearly defined using fencing barriers. and goal posts should be in position across the width of the passageway. The goal posts should be of rigid construction and of a non-conducting material and distinctly marked in order that they can be clearly identified.
- Warning notices should be provided on each side of the passageway advising of the hazard and giving the crossbar clearance. It is good practice to display additional clearance height signs in advance of the goal posts to allow plant drivers sufficient time to lower their jibs.
- Where it is not possible to limit the passage of plant to a given point, goalposts may consist of tensioned steel plastic-covered rope and should be erected on both sides of the line 12m from the conductor. The increased distance allows for the possibility of ropes being stretched by cranes.

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Where work has to be carried out beneath the overhead line and the line cannot be made dead, then the HSE and the electricity supplier must first be contacted for advice on additional precautions (HSE guidance note: GS 6 also provides specific guidance).

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Work at Height

We recognise that falls are one of the major causes of deaths and serious injuries in construction work. We accept our duty to eliminate or, where this is not reasonably practicable, reduce to the lowest reasonably practicable level risks from work at height.

To reduce the risks to employees that need to work at heights, the following arrangements will be followed

- Whenever it is reasonably practicable to do so, the need to work at height will be eliminated by arranging for tasks to be carried out from floor level.
- Where it is not reasonably practicable to eliminate work at height, risks will be assessed, and controls introduced to reduce them to the lowest reasonably practicable level. The use of controls will consider the hierarchy contained in the Work at Height Regulations.
- Work at height will not be permitted in areas where there is a risk of contact with overhead cables.
- Working at height outside will not be permitted during high winds, lightning, extreme temperatures, heavy rain, snow, and hail.
- Wherever it is reasonably practicable to do so, work at height will be carried out from scaffolds or mobile elevating work platforms (MEWPs).
- Edge protection will be provided when working on roofs.
- Where mobile tower scaffolds and MEWPs are used, we will arrange for employees to be trained in their use.
- The use of ladders and stepladders will be restricted to tasks of short duration (i.e., less than 10 minutes); employees will be instructed in the use of ladders and step ladders.
- Each item of access equipment owned by us will be marked with a unique identification number, listed in a register, and inspected monthly by a competent person.
- Where access equipment is obtained on hire, the person hiring the equipment is responsible for ensuring that a certificate of inspection is obtained, and that the equipment is inspected monthly.
- Where necessary to ensure that access equipment is not struck by vehicles or mobile plant, display suitable warning signs and erect barriers.
- Where fall arrest equipment is provided as a means of reducing risks to an acceptable level, we will ensure that employees are trained to use it and that it is inspected regularly (including, where necessary, statutory examinations) and maintained in good working order.
- Where fall arrest equipment is used, we will ensure that a rescue procedure is prepared and that employees are suitably trained.

RESPONSIBILITIES

Responsibilities for risk assessments, method statements and training are described in the relevant arrangements.

Subcontractors must comply with the requirements of this procedure.

Site Managers/ Supervisors are responsible for ensuring that employees and subcontractors comply with this procedure.

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Health Issues

Asbestos

It is our policy that employees will not work with, or so far as is practicable be exposed to, asbestos. We recognise that breathing in air containing asbestos dust can lead to asbestos-related diseases. These are mainly cancers of the chest and lungs.

It is our policy to:

- take reasonable steps to locate materials that are likely to contain asbestos
- assume that any material contains asbestos unless there is evidence that it does not
- keep an up-to-date written record on the location of these materials
- provide annual Asbestos Awareness training for our employees that may be exposed to ACM's
- where appropriate identify materials containing asbestos by suitable means
- monitor the condition of these materials
- assess the risk of exposure from asbestos and presumed asbestos materials
- prepare and implement a management plan to control these risks
- ensure the written record on the location of asbestos materials is brought to the attention of persons who need to know e.g., building maintenance workers, contractors etc
- only allow work on asbestos, including its removal to be carried out by suitably trained and equipped persons
- only allow work on asbestos insulation, asbestos coating and insulating board, including sealing and removal to be done only by a contractor licensed by HSE
- ensure that if asbestos is inadvertently disturbed, the offending work is immediately stopped, the affected area vacated and sealed off and urgent assessment is undertaken of the extent of the contamination and the potential exposure to employees, and appropriate corrective actions including decontamination, removal and if required health surveillance are taken

SITE PROCEDURE

Before work is carried out on premises that may contain asbestos, details will be obtained from the client, existing asbestos survey, or any other practical source, as to the location and type of any asbestos that may be present. If asbestos is identified prior to works commencing, and the asbestos is likely to be affected by the works, then that asbestos must be removed in a controlled manner, by an approved and licensed contractor before any works commence.

DISCOVERING ASBESTOS

If during works, asbestos, or material which may contain asbestos is discovered, then works in that area must be immediately stopped, and access to the area prohibited. The client, contract manager and supervisor must all be informed at once. The suspect material must not be disturbed but analysed by a licensed contractor in situ. If the suspect material is found to contain asbestos, it must be removed by a licensed contractor, under controlled conditions to a licensed waste disposal site.

It will be the duty of the appointed contractor to notify the HSE and obtain necessary approvals before works commence. When all ACM have been removed from site, the area must be analysed by an independent contractor and a "clearance certificate issued before any works recommence.

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COSHH

A hazardous substance is any substance, natural or manmade, in solid, liquid, powder, dust, gas, fume or vapour form that can cause injury or ill health. Many substances used in the Construction Industry are potentially hazardous to health. All substances hazardous to health must be assessed. If workers use or are exposed to hazardous substances because of their work, the Control of Substances Hazardous to Work Regulations (COSHH) make it a legal duty to assess the health risks involved and to prevent exposure and implement adequate controls.

To ensure that the requirements of the COSHH Regulations are being met, clients shall be required to produce copies of assessments made and the measures they will undertake for the controls to prevent exposure to any substance that maybe hazardous to health. These assessments must be provided to site management and shall be evaluated by site management prior to use on a project.

For substances used by employees a health and safety data sheet must be obtained, and a formal assessment of the substance undertaken prior to use. We accept that we have a duty under the current edition of the Control of Substances Hazardous to Health Regulations (COSHH) to eliminate or, so far as is reasonably practicable, control the risks to health of any person from hazardous substances used in or arising from our work activities.

We will:

- maintain an up-to-date inventory of substances purchased for use by employees
- obtain and maintain a library of suppliers' material safety data sheets (MSDS) for all substances listed in the inventory
- identify work activities that produce hazardous substances
- assess the likelihood, type and severity of the health risks associated with the substances identified above, before any person is exposed to them (i.e., record COSHH assessments)
- review our COSHH assessments every 2 years, or sooner if substances or activities change significantly
- provide suitable precautions to eliminate or reduce the risks to exposed persons
- provide employees with suitable personal protective equipment (PPE) and train them in its use, where risks from exposure to hazardous substances cannot be reduced to acceptable levels by other means
- give adequate information, instruction, and training to employees likely to be exposed to hazardous substances to enable them to use any controls (including PPE) correctly and use substances safely

Responsibilities for undertaking COSHH assessments are identified in the organisation and responsibilities section of this Policy.

Designers should eliminate hazardous materials from their designs, where this is not possible, they should specify the least hazardous product that performs satisfactorily.

Arrangements must be made for the safe storage and disposal of any substance used. Details of any precautions needed, PPE to be used, or other specific instructions for the use, storage, disposal, or emergency and First Aid procedures must be passed on to operatives who are to use, or who may be affected by any substances being used.

Only competent operatives will be allowed to use any substance that may have the potential to be hazardous to Health. Employees are responsible for using controls identified in the COSHH assessments for substances you use or are exposed to. If you consider the controls identified in a COSHH assessment are not sufficient you should inform us immediately.

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Hand and Arm Vibration

The use of various types of handheld tools, particularly those which are of a rotary or percussive nature, for prolonged periods can cause the users to suffer various forms of damage collectively referred to as "hand arm vibration syndrome (HAVS). The most common form of HAVS is "Vibration white finger" or Raynaud's Syndrome though other names are sometimes used including 'dead finger', 'dead hand' or 'white finger'. This arrangement also covers Whole Body Vibration (W BV) - Vibration that is transmitted to the body through the seat of the plant or the feet of the operative.

The purpose of the arrangements described below is to outline the actions we will take to reduce risks from the use of vibrating equipment to the lowest level reasonably practicable and to comply with the current edition of the Control of Vibration at Work Regulations.

Where it is reasonably practicable to do so, tasks will be planned to avoid the need to hold vibrating equipment. Where the use of vibrating equipment cannot be avoided, but there is a choice of equipment available for the task, the equipment that produces the lowest vibration levels will be chosen. When buying tools and equipment that produce vibration, we will obtain information from the supplier about expected vibration levels and the controls built into the equipment to reduce risks.

Risks from the use of vibrating equipment will be assessed as part of our risk assessment process. Individuals' daily exposure will be compared with the exposure action value (EAV) of the current edition of the Control of Vibration at Work Regulations and controls will be introduced to ensure that exposure does not exceed the exposure limit value (ELV).

Tasks will be arranged to avoid uninterrupted use of vibrating equipment for long periods of time. Work with vibrating equipment will be interspersed with tasks where vibrating equipment is not used.

Employees will be informed of the risks to their health from the use of vibrating equipment and will be instructed in the use of work methods that will reduce the risks.

Site Managers/Supervisors will inspect the hands of users of vibrating equipment each month and ask questions regarding symptoms of HAVS. Records of this health surveillance will be kept. If the simple health surveillance described above identifies that an employee may be displaying signs and symptoms of HAVS the employee will be referred to a medical practitioner for further investigation.

Where there is risk of injury from exposure to HAVS you will be trained and provided information on:

- the nature of the risk and the signs of injury
- how and why any signs of injury should be reported and who they should be reported to
- actions you can take to minimise risk
- the importance of maintaining good blood circulation
- making sure tools are properly maintained
- reporting defects and problems with equipment and replacing where necessary

Keeping the hands and body warm helps to maintain good blood flow to the fingers and reduces the risk of injury. When you work in cold areas, we will:

- provide gloves
- arrange for you to warm up before starting work and to keep warm during work breaks
- provide warm, weatherproof clothing

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You can reduce risks by avoiding or cutting down smoking and massaging and exercising fingers during work breaks to help blood circulation.

Any employee experiencing any of the symptoms described below should bring this to the attention of their Site Manager or Supervisor immediately:

- whitening of the fingers after the use of vibrating equipment
- whitening of the fingers on exposure to cold
- tingling or numbness of the fingers after use of vibrating equipment
- problems with muscles or joints in the hands and arms
- difficulties picking up small objects

CONTROLLING THE RISK

The risk of permanent damage depends on several factors. For HAV consideration should be given to:

- How high the vibration levels are
- How long the equipment is used for
- How awkward the equipment is to use
- How tightly the equipment is gripped
- How cold or wet the operative gets using the equipment

For Whole Body Vibration (WBV) consideration should also be given to:

- Operatives' posture
- The design of the controls
- The driver visibility
- Handling and lifting operations associated with machine's operation
- Personal factors i.e., level of fitness, etc.

The risk assessment should consider the following hierarchy:

Elimination - Seeking alternative ways of carrying out the task without using high vibration tools

Reduction - several methods should be employed, including:

- making sure that all new tools have vibration control built in
- modifying existing tools to reduce vibration levels or the grip force needed
- use of the right tools for the job
- limiting the usage time to those recommended by the manufacturer or supplier
- keeping all tools, machines and vehicles maintained in good working order
- not using more force than necessary when using tools and machines
- personal factors like cutting down on smoking (smoking affects blood flow)
- exercising hands and fingers to improve blood flow

Isolation - Job rotation.

Control - methods include:

- information, instruction, and training in the correct use of tools and equipment
- method statement and safe systems of work briefings
- recognition of early symptoms of injury
- arranging advice and routine health checks if the use of high vibration tools is unavoidable
- assessing exposure levels, keeping warm and dry

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Manual Handling

Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. We recognise that such tasks have the potential to cause injuries. Therefore, wherever possible we will eliminate manual handling tasks by arranging for loads to be lifted and moved by mechanical means.

Where it is not reasonably practicable to lift or move loads by mechanical means, tasks will be assessed, equipment such as sack trucks, trolleys and wheelbarrows will be provided to reduce risks and employees will be provided with training in handling techniques.

Responsibilities for undertaking manual handling assessments are identified in the organisation and responsibilities section of this Policy. From these risk assessments, safe systems of work will, where appropriate, be developed and brought to the attention of staff concerned.

Employees are responsible for using equipment provided to reduce risks from manual handling tasks and will not be required to carry out a manual handling task that they consider beyond their capability. Any person who considers that a manual handling task is beyond their capacity should bring this to the attention of their manager/supervisor.

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Noise at Work

GENERAL

High levels of noise over long periods of time have an adverse effect on the hearing of operatives. Noise levels shall be assessed on each site and machinery, equipment and activities emitting Noise levels of 80dB or greater shall be identified, and steps shall be taken to reduce noise to the lowest level reasonably practicable.

Where activities will expose operatives to levels of noise above 80dB all operatives shall have the dangers of high levels of noise explained to them. Hearing protection shall be available on each site for issue to employees at their request or where a risk assessment recommends ear defenders.

We accept our duty under the current edition of the Control of Noise at Work Regulations to reduce risks to the hearing of our employees, and anyone else affected by our work activities, from noise arising from work activities. The following procedures will be followed:

- we will ensure that risks of damage to the hearing of our employees and others exposed to noise resulting from work activities are reduced to the lowest reasonably practicable levels - 1st Action Level 80dB(A) and 2nd Action Level 85dB(A)
- when buying or hiring work equipment we will ask the supplier for information about the noise produced by the equipment. Where alternative models are available, we will, where it is reasonably practicable to do so, select the equipment with the lowest noise level
- when tendering for contracts, we will ask the organisation in control of the premises where the work will take place for information on noise arising from their activities
- the risk assessments of all operations carried out by us will identify tasks and areas where noise is a hazard
- subcontractors are responsible for identifying in their risk assessments and method statements any work that will expose people to noise levels that could cause damage to hearing
- where the reduction of high noise levels is not possible by other means we will provide our employees with appropriate hearing protection and train them in its use

RESPONSIBILITIES

Responsibilities for undertaking noise assessments are identified in the organisation and responsibilities section of this Policy.

Supervisors are responsible for bringing the findings of noise assessments to the attention of persons that need to know. Method Statements will contain information on the use of hearing protection.

All employees and subcontractors are responsible for using ear protection as identified in risk assessments and method statements or when instructed to do so by a Supervisor.

Supervisors are responsible for ensuring that employees and subcontractors use hearing protection as instructed.

EXAMPLE ACTIVITIES

The following items of plant and equipment have been identified as being particularly noisy, and operatives shall wear hearing protection when using or working adjacent to the equipment:

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- Jack hammers and compressors
- Tractors and dumpers
- Compactors and rammers
- Winches
- Abrasive disc cutters
- Excavators
- Pile driving equipment

DATA ON NOISE EMISSIONS

Data on noise emissions from plant and equipment shall be made available from manufacturers literature or through on-site assessment.

NOISE FROM OTHER CONTRACTORS

Where operations are undertaken by other contractors on site and these operations expose employees to noise levels above 85dB(a), site rules shall be drawn up which will reduce employees' exposure to noise to a safe level. These rules shall form part of the Construction Phase Plan or Method Statement.

ENVIRONMENTAL IMPACT

Where noise levels produced by work activities are likely to cause nuisance to persons living close to, or passing by, the site, a noise assessment shall be undertaken to predict the noise level at the nearest dwelling.

Noise levels shall be reduced to the lowest level reasonably practicable by using alternative plant or equipment, or the provision of noise zones, earth mounds or similar temporary arrangements. Complaints of excessive noise, received from site operatives, or members of the public shall be dealt with by site management as a matter of urgency.

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Smoking

This policy is intended to:

- protect everyone against the effects of second-hand tobacco smoke
- promote health in the workforce
- support those people who would like to quit smoking

Research has shown that exposure to tobacco smoke either directly as a smoker, or indirectly due to passive smoking can cause cancer, heart disease and respiratory problems as well as many other illnesses and minor conditions. Ventilation or merely separating smokers and non-smokers within the same airspace does not prevent harmful exposure effectively. In the UK smoking is prohibited in virtually all enclosed or substantially enclosed workplaces and public places and company vehicles

This policy is our means of ensuring that all employees, visitors, contractors, and members of the public have the right to a smoke-free environment, and so are protected from the dangerous effects of tobacco smoke.

All areas are designated as non-smoking. This includes sites, any other buildings and company vehicles. Any member of staff wanting to smoke must use the designated area. Smokers are requested not to smoke immediately outside the premises. This applies to staff, visitors and contractors.

This policy is intended to benefit all persons that use our premises, whether employed by us or not. All employees are responsible for its continued implementation. Overall responsibility for ensuring the policy is implemented, monitored and reviewed rests with the Policy Holder who will ensure that all employees, visitors and contractors will be aware of this policy and their role in its implementation.

Information on the policy will be:

- circulated to all staff
- issued to all new employees
- included in the Health and Safety Policy

Appropriate No Smoking signs are clearly displayed in all vehicles.

ENFORCEMENT OF THE POLICY

This policy will be enforced by all members of the management team and any employee found smoking in a no smoking area will be asked to stop or leave the premises. Those failing to protect others in this smoke-free environment may also face on-the-spot fines and/or possible criminal prosecution.

HELP FOR THOSE WISHING TO STOP SMOKING

The NHS offers a range of free services to help smokers give up. You can access these services via the internet at www.gosmokefree.co.uk or you can call the NHS Smoking Helpline.

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Stress at Work

We recognise that, whilst a degree of stress can be a positive force at work, excessive pressures can have a negative effect on health and on performance at work. We are committed to promoting good health at work; and are therefore concerned to recognise any negative effects that stress may have on individual members of staff, and to provide suitable support mechanisms for members of staff suffering from the negative effects of stress.

Through the risk assessment process, we will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable. We acknowledge that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as:

- job design and lack of control of workload
- working environment
- relationships with others at work
- communication arrangements

We also recognise that there may be problems outside the workplace that will cause an individual member of staff to suffer from the negative effects of stress, and that these may affect an individual's health and performance within work. In this situation undue negative stress may occur because of work- related and non-work-related factors. We will:

- ensure, so far as is reasonably practicable, that excessive stress is eliminated from the work environment, and that the necessary risk assessments are completed and acted upon in the case of workplace stressors
- provide suitable support mechanisms for members of staff suffering from the negative effects of stress
- encourage a working environment where members of staff who feel they are suffering from the negative effects of stress can approach their Line Managers in confidence, in order that necessary support mechanisms can be put in place
- encourage a culture where stress is not seen as a sign of weakness or incompetence
- ensure adequate rehabilitation of employees returning to work after periods of absence
- provide suitable training and guidance for Line Managers to enable them to recognise symptoms of negative stress in their staff and themselves
- provide suitable training and guidance to line managers to enable them to undertake the necessary risk assessments in relation to stress in the workplace, and to arrange for implementation of effective control measures where appropriate
- provide information and training for staff in general on the effects of stress at work, effective communication, handling difficult situations, time management and employee relations
- undertake general health promotion activities within the workplace

Where members of staff are suffering from excessive stress, we will provide the necessary mechanisms to promote a return to full health as quickly as possible. Members of staff are encouraged to refer themselves to any one of the following, where appropriate:

- manager
- occupational health service
- independent Employee Counselling Service

All referrals will be in complete confidence. Members of staff will be offered any relevant counselling, help with stress reduction techniques and a full appraisal of their work situation.

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SECTION 4

MONITORING

Date	Revision	Author
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Monitoring Statement

Successful Health and Safety Management depends on the implementation of an effective monitoring system to ensure that all necessary measures are being taken and that they are working effectively.

Our procedures involve the monitoring of day-to-day activities of the Company and that of our clients. This is achieved using a variety of different means such as: inspections, checklists, meetings, appraisals, audits, reviews, permit to work procedures, employee consultation etc.

The Company will continually assess and review the health and safety information, instruction and training needs of employees and our findings will be kept on record.

All levels of staff are encouraged to become involved in supervision of safety, and it is the policy of the company to provide adequate and appropriate safety training to empower employees to take an active part in any such monitoring. Any member of a site team, visiting members of staff or senior management form part of the overall strategy of making people take ownership of their health and safety responsibilities.

Site supervision will generally be the responsibility of the client. They will monitor and control the day-to-day activities of both sub-contract and direct labour to ensure compliance to approved method statements or risk assessments, statutory duty, and company policy.

Prior to the commencement of each project, the Site and Contracts Manager will be issued with the necessary Health and Safety Forms for the project. It is the responsibility of the Site and Contracts Manager on site to ensure that all the Health and Safety documentation is completed and up to date. Audits will be carried out at quarterly intervals to ensure that this is being done. Monitoring checklists and reports will be completed for monitoring procedures such as site inspections, office inspections and document inspections, to record performance and allow areas for improvement or additional training needs to be highlighted.

Monitoring Procedures

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.

We recognise the need for regular safety inspections and will ensure that these are undertaken and recorded. The Health and Safety at Work etc Act requires that the Company Health and Safety Policy and its implementation be monitored and reviewed as necessary.

Monitoring and review of arrangements is in place to achieve progressive improvement.

All employees are encouraged, and expected, to bring to the notice of the Director any Areas where the Company Policy on Health, Safety and Welfare appears to be inadequate or Requires clarification.

All accidents will be investigated to enable the company to learn from these experiences and put effective controls in place to prevent a reoccurrence.

Where external assistance is required, the Director shall liaise with external Health and Safety Advisors, the Health and Safety Executive, and other professional bodies and actively seek advice and information regarding changes in Health, Safety and Welfare legislation and new or revised working practices.

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Expert advice will be sought and taken as and when necessary, through a full and thorough yearly audit and regular safety inspections, carried out to examine, develop and improve health and safety controls, techniques, and applications already in place.

Monitoring shall be carried out daily by the management team on regular site visits and formally by an external Safety Advisor at regular intervals, dependant on the complexity of the project.

External Health and Safety Support

The current edition of the Health and Safety at Work Act requires us to provide systems of work that are, so far as is reasonably practicable, safe and without risks to health. These systems must take account of:

- our organisation for safety
- the co-ordination of the work of those involved
- training, instruction and supervision
- layout of plant and appliances
- methods to be used
- general conditions of work

This duty is expanded by the current edition of the Management of Health and Safety at Work Regulations, which require us to carryout risk assessments to identify hazards, evaluate risks and implement suitable control measures.

With health and safety legislation, guidance and best practice constantly evolving to meet the advancing requirements of the industry, we recognise we may sometimes need to consult external sources to ensure company knowledge remains up to date and company practices remain as safe as possible.

The company is competent to carry out its activities safely using the experience and qualifications of the management in place. Where any additional knowledge or understanding is needed, or in the event that health and safety queries arise that cannot be resolved in house, the company will seek competent health and safety advice before proceeding with the activity in question.

Date	Revision	Author
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